

# Role Specification



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<b>Job title:</b> Head of Service	<b>Date:</b> 20.01.18	<b>Ref:</b>
<b>Job Purpose</b>		
<p>Working as part of the management team you will model values and behaviours to help us to achieve our ambition to become the best city council in the country, and our partnership aspiration to become the first child friendly city. You will deliver your own core statutory responsibilities and work with and support your colleagues in delivering our collective responsibility to keep all children safe and improve outcomes for all children with a focus on learners with vulnerabilities.</p> <p>As part of the leadership team for learning in the city you will:</p> <ul style="list-style-type: none"><li>• Working as a strategic leader in partnership with the Learning Improvement team.</li><li>• lead on developing a service to support the inclusion of the most vulnerable learners through the effective leadership of services working with children with SEND, SEMH, medical needs and those excluded and electively home educated.</li><li>• Lead on specialist provision for children with sensory, autism and other specific needs</li><li>• Lead on social and emotional and mental health strategy for children's service working in partnership with learning providers and health commissioning partners</li><li>• lead on the delivery of the councils statutory requirements around the provision of educational psychology and input into the education health and care plans, exclusions and elective home education and medical needs education</li><li>• Lead on the delivery of an attendance service for the city as a traded offer to schools</li><li>• Work with the area inclusion partnerships to ensure there is an effective and equitable approach to managing children with additional needs preventing permanent exclusions and reducing fixed term exclusions.</li><li>• Lead on the development of professional working relationships and joint practice between SENIT and EP team</li><li>• Work with the Head of Early Help to ensure there are unified support and assessment processes across Children and Families services regarding the most vulnerable learners</li><li>• Work with the Head of Service for Learning for Life to promote and develop unified approaches for vulnerable learners</li><li>• Ensure effective and timely support for children and families to maintain children where possible within mainstream settings preventing the shift into specialist provision where appropriate.</li><li>• Work in partnership with the Head of Partnership and Health alongside the SENSAP and sensory teams to ensure that a clear defined approach is in place to support children with specialist needs and that the EHCP statutory requirements are fulfilled.</li></ul> <p>You will support the active involvement of children and young people and families in how Children's Services are delivered and how they contribute to the ambitions of the Council as set out in the Best Council plan and Children and Young People's Plan for Leeds, ensuring that children and young people have a voice and their views are heard.</p>		
<b>Key Requirements</b>		
<ul style="list-style-type: none"><li>• Teaching and or educational psychology or other relevant professional qualification together with significant applied practical experience in a management and leadership capacity</li><li>• Significant experience of working within a school environment in partnership with Headteachers and leaders of academies and other school governance arrangements</li></ul>		

- Knowledge of current local and national issues in relation to learners with vulnerabilities and SEND impacting upon the service and can demonstrate a clear linkage with the needs of children and young people across the city.
- Experience and knowledge of working in and leading SEND teams and services
- Significant experience of responding to statutory responsibilities and practice standards with regard to SEND & vulnerable learners
- Knowledge of and extensive professional practice within special educational needs
- Ability to work with local partners to support and enable effective multi-agency interventions including schools and health partners.
- Experience of having implemented and delivered strategies leading to successful outcomes for children within the relevant environment.
- Significant knowledge and experience of leading teams working on the SEMH agenda
- Significant experience of working with external agencies on the SEMH agenda
- Experience of leading and developing a traded services offer. Demonstrate an understanding of the Child Friendly City concept and the voice and influence of children and young people to underpin this.

### LCC Values

Working as a Team for Leeds	<ul style="list-style-type: none"> <li>• Provide leadership and team working skills including the ability to work with and through others, implements corporate decisions with energy and vigour</li> </ul>
Being Open, Honest & Trusted	<ul style="list-style-type: none"> <li>• Ensures citizens and council members are provided with all relevant information to make decisions; learns from mistakes and seeks to promote continuous improvement and best practice. Working restoratively.</li> </ul>
Working with Communities	<ul style="list-style-type: none"> <li>• Works effectively with a variety of partner organisations to deliver services including schools and health; communicates and involves stakeholders and the wider community in new developments to encourage ownership and commitment.</li> </ul>
Treating People Fairly	<ul style="list-style-type: none"> <li>• Recognise that everyone has an equally important part to play within the Council and valuing the diverse and vibrant nature of the city and all its citizens.</li> </ul>
Spending Money Wisely	<ul style="list-style-type: none"> <li>• Sets high expectations of achievement across a range of strategic outcomes; actively seeks out opportunities to improve delivery of services through partnership and feedback from service users</li> </ul>

### Working Context

- The role is primarily office based but post holders are expected to work flexibly both at home and at various locations across the City and region.

The role profile and specification are an outline only and may vary from time to time without changing the character of the job or level of responsibility