



RUTLAND COUNTY COUNCIL

JOB DESCRIPTION

Position Title: Head of SEND, Inclusion and Learning

Grade: HOS1

Directorate: Children and Families

Department: SEND, Inclusion and Learning

Responsible to: Strategic Director Children and Families

Purpose of the Job:

To provide strategic leadership for SEND, Inclusion and Learning across Rutland, helping to ensure children and young people achieve the best possible educational outcomes and have access to high-quality and inclusive provision.

To lead the development, performance and continuous improvement of SEND, Inclusion and Learning services, working in partnership with early years providers, schools, academies, post-16 providers, parents/ carers and stakeholders to deliver excellent education, care and support.

To oversee the effective delivery of the Council's statutory responsibilities, strategic priorities, programmes and resources, ensuring sustainable, high-quality services that enable all children and young people to thrive.

Main Responsibilities:

1. To act as the Council's strategic lead for education and inclusion, fostering strong partnerships with early years providers, schools, academies, post-16 providers and alternative provision settings to improve outcomes for all children and young people.
2. To champion high educational standards, utilising data and intelligence to identify areas for improvement and providing constructive challenge and support to reduce inequalities, improve attainment and ensure that all children in Rutland are well placed to fulfil their potential.
3. To lead the Council's statutory responsibilities pertaining the provision of high-quality early years services including sufficiency, funding entitlements and quality improvement, working collaboratively across the sector to improve outcomes for young children.



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4. To lead the strategic development of an inclusive and financially sustainable SEND and Inclusion system in line with the local authorities statutory requirements, ensuring that all children and young people can access high-quality provision within their local community wherever appropriate.
5. To lead the Council's readiness for inspection across SEND, Inclusion and Learning, providing robust assurance, driving service improvement and ensuring children and families receive high-quality and impactful support.
6. To oversee the Council's responsibilities for school admissions and to lead on pupil place planning to ensure sufficiency of places from early years through to secondary phase.
7. To lead the strategic development of the Virtual School responsibilities, delivering a service that improves the educational experiences and outcomes of children in our care and those supported through the extended Virtual School duties.
8. To lead and influence strategic partnerships and statutory groups, including Schools Forum, the Pupil Place Planning Board, the SEND Strategic Partnership and SACRE, driving collaboration, system improvement and the delivery of the Council's education, inclusion and SEND priorities.
9. To represent the Council at local, regional and national forums and build influential partnerships that support the delivery of the Council's education, inclusion and SEND priorities.
10. To continue to develop effective working arrangements across Leicestershire, Leicester City and Rutland through the LLR Change Partnership.
11. To provide strategic oversight of commissioned services and contracts, ensuring high-quality provision, value for money and positive outcomes for children and young people.
12. To provide expert advice and professional challenge to senior leaders, elected members, schools and partners on education, inclusion, SEND and learning matters.
13. To report to and attend as required meetings of the Council, Cabinet, Scrutiny Panels and Committees to ensure timely decision-making processes in compliance with the Council's Constitution.
14. To lead and develop a motivated team and ensure they are developed in their role through effective use of monthly 1-1s (supervision), Performance Development Reviews and effective performance management as appropriate.



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15. To manage delegated budgets and ensure effective financial planning and monitoring in accordance with the Council's Financial Procedure roles.
16. To comply with the Leadership and Management Behaviours in order to contribute to the achievement of the Council's strategic aims and objectives.
17. To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.
18. Take reasonable care for your health and safety and that of other persons who may be affected by the performance of your duties. Where appropriate you will safeguard the health and safety of all persons and premises under your control and guidance in accordance with the provisions of Health and Safety legislation and Rutland County Council's and Directorate codes of practice and procedures. You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.
19. This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general areas of responsibility and grade of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

Behaviours and outcomes:

To work collaboratively across Children and Families Directorate to ensure a joined up, consistent service that adds value to Children and Families Directorate and wider Council.

Be ambitious for children and champion best practice across all services to achieve the best outcomes.

To be a role model for the One Council ethos and values.

Respond to pressure and change, be flexible and adaptable to sustain performance.

Build and manage relationships, share knowledge and skills to deliver shared goals.

Actively support new initiatives and try different ways of doing things.

Dimensions



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The Children and Families Directorate budget is c£15m. The Heads of Service roles are responsible for functional budgets within their service area typically between £1m and £5m.

Directly line manages 4 staff – responsible for recruitment, 1-1s and performance management. Indirect line management of teams within the Service.

JOB REQUIREMENTS

QUALIFICATIONS/TRAINING/EDUCATION

Essential	Method of Assessment *
Educated to Degree level/standard	A/D
Professional qualification in Education	A/D

Desirable	Method of Assessment *
Management/Leadership Qualification	A/D

EXPERIENCE/KNOWLEDGE

Essential	Method of Assessment *
Successful track record at a management level in leading and managing Children's Services, ideally with significant experience within Education and Learning services.	A/I
In-depth knowledge of relevant legislation and national guidance relating to education, SEND and inclusion practices and processes.	A/I
Experience of delivering tangible service/ school improvement activity and change.	A/I
Experience of working at a senior level participating in strategic and policy decision making.	A/I
Successful track record of establishing and maintaining partnership working that has led to tangible improvements in service delivery.	A/I



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Experience of advising elected Members.	A/I
Experience of managing the delivery of customer and partner focussed services.	A/I
Resource management – management of staff resources, financial management planning and budget monitoring.	A/I
Experience of leading, implementing and managing change and service improvement.	A/I

Desirable	Method of Assessment *
Successful track record of teaching and leading in schools, early years, schools or post-16.	A/I

SKILLS

Essential	Method of Assessment *
Highly skilled partnership worker with an ability to maintain effective working relationships with key partners including education and health.	A/I
Strong leader with an open and empowering style. Determined and decisive, highly motivated and robust under pressure.	A/I
Collaborative style and a strong commitment to high performance; clear sighted and lateral thinker with an ability to challenge constructively.	A/I
High level of reporting writing skills including business cases, strategy and policy.	A
Ability to develop and manage a high-performance based work culture in which continuous improvement is a key feature.	A/I
High level oral skills including delivery of formal presentations in public settings, senior officers and elected Members, in order to influence, persuade and negotiate.	A/I/T
Personal and professional credibility and a high level of probity and integrity.	I
Analytical and problem solving skills.	I



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Well-developed IT skills, experience of using a wide range of Microsoft packages.	A
An ability to take calculated risks and embrace change.	I

EQUALITY AND DIVERSITY

Essential	Method of Assessment *
Able to recognise discrimination and be proactive in addressing equality and diversity issues.	A/I
Demonstrate commitment to ensuring the Council's policy is put into practice.	I

OTHER

Essential	Method of Assessment *
Flexible in working patterns to fulfil commitments often outside the working day.	A
Highly motivated and robust under pressure. Able to bring energy, vitality and challenge to the team.	A/I/T
Willingness and ability to visit other sites as and when required.	D

*** A = Application Form D = Documentary evidence I = Interview T = Test**

NOTE: These requirements must be reviewed each time this post becomes vacant. The reviewing manager must sign below. If changed, please submit both the original job description and amended job description to the Human Resources Department.

DATE	CHANGE - YES/NO	PREPARED BY (Name & Position Title)
February 2023	Yes	Dawn Godfrey Strategic Director Children and Families
September 2026	Yes	Kevin Quinn Strategic Director Children and Families