

Job Description



Education Directorate

School Improvement & Inclusion

Post Title	Lead Officer – Inclusion		
Post Number	BG09925	Grade	JNC 1
Base	Anvil Court	Hoursof Work	37 per week
Car User Allowance	Approved Casual	Disclosure	Enhanced
Contact	Corporate Director Education	Updated	Sept 2014

Principal Job Purpose

Responsible to: Head of School Improvement and Inclusion

Responsible for: The post holder will be responsible for:

- Developing and leading on the implementation of the Inclusion Strategy for Blaenau Gwent and ensuring a close alignment with the Blaenau Gwent Single Integrated Plan;
- Providing strategic leadership to the Inclusion Service in order to ensure that the Council achieves its strategic aims for pupils with assessed special educational needs within the legislative framework;
- discharging the responsibilities of the Local Authority that are required under the ALN Code of Practice and relevant legislation as required;
- promoting appropriate access to learning and development so that no pupil suffers disadvantage because of additional learning needs or social circumstances;

- managing all funding that supports and relates to Inclusion Service provision ; and,
- Improving learner outcomes for vulnerable learners and contributing to improved inspection outcomes across the Directorate and Council.

Principal Accountabilities

1. Act as the designated Local Authority Lead Officer for Inclusion matters – providing strategic leadership to raise standards.
2. Ensure that the Inclusion Service fulfils its statutory responsibilities for raising standards and achievement and promoting social inclusion .
3. Lead and manage the - Inclusion Services (including the , Education Welfare Service and Support Services for vulnerable groups and Child Protection Officer) - focusing on improving outcomes for vulnerable children and young people with ALN.
4. Represent the Local Authority in strategic partnerships to deliver improved services for vulnerable learners.
5. Chair and / or participate actively (as appropriate) in an agreed range of partnership and Officer meetings related to the ALN & Inclusion area and the corporate working of the authority, promoting the Council's vision and values in such meetings.
6. Provide a comprehensive range of policy guidance to schools relating to inclusion and meeting the needs of vulnerable pupils including, where appropriate, those with ALN.
7. Ensure that appropriate professional advice is provided for statutory procedures in relation to vulnerable learners and those with ALN to high professional standards and within local & national timescale.
8. Ensure that Inclusion services are delivered in an integrated way that facilitates access to services and maximises the benefits for vulnerable children and those with ALN and their families.
9. Contribute to the development of professional practice for ALN inclusion working closely with schools, Challenge Advisers and other relevant partners to ensure that the curriculum is designed to meet the individual needs of vulnerable pupils including those with ALN.
10. Contribute to Council, Executive and Scrutiny reports and meetings as required by the Corporate Director of Education.
11. Lead, support and inspire staff to reflect on and develop their own understanding, knowledge and skills to ensure effective leadership at all levels, strong succession planning and a workforce committed to the improvement of ALN & inclusion services.

12. Recruit, select and manage staff and manage sickness absence proactively in accordance with Council policies.
13. Develop effective working relationships with EAS, Commissioning, Strategy and Performance, Social Care etc to ensure that ALN & Inclusion data, policy and practice inform the work of the directorate.
14. Support Directorate arrangements for Safeguarding, ensuring that schools fulfil their responsibilities in promoting their pupils' wellbeing and protecting them from harm.
15. Contribute to the Directorate's Communication Plan.
16. Contribute to the development of effective teamwork establishing good communication systems, including team training and regular team meetings.
17. Work flexibly and to undertake any other duties commensurate with the post as required by the Corporate Director of Education.
18. The Officer appointed might be required to work during some evenings and weekends for which time off in lieu will be negotiated.
19. Comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at Work.
20. Adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.

Person Specification – Senior Manager

1. Qualifications & experience

Qualifications/relevant experience	Assessment Method				
	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
A degree or comparable level of educational achievement, and evidence of continuous professional development at postgraduate level.	Essential	✓			
Experience of promoting, leading and delivering strategies to secure value for money, continuous service improvement and the development of quality customer focused services.	Essential	✓	✓		✓
Other experience					
Financial management experience with the ability to analyse services in the context of value for money and market forces.	Essential	✓	✓		✓
Proven advanced project management skills (involving an ability to plan services, deliver services and closely relate finance to planned outcomes).	Essential	✓	✓		✓
Practical experience of using ICT for word processing, e-mail and to support office administration.	Essential	✓			
Demonstrable experience of working with children in need of safeguarding either as a practitioner or manager.	Essential		✓		✓
Knowledge/Skills					
A thorough knowledge & understanding of legislation relating to SEN inclusion and children's services, coupled with significant experience as a senior manager, within the SEN & inclusion field.	Essential	✓	✓		✓
The ability to facilitate the strategic alignment of partner agencies activities.	Essential		✓		✓
Ability to liaise successfully and promote the work of the SEN & Inclusion Service with other agencies, senior officers and departments within the Council and elected Members.	Essential				✓
Ability to analyse complex issues, summarise key concepts and present a balanced and clear opinion	Essential		✓		✓
Comprehensive and thorough knowledge of the Government's agenda relating to the seven outcomes for children in Wales and its implementation.	Essential	✓	✓		✓
Proven advanced leadership and collaboration skills.	Essential		✓		✓
Ability to lead, support and inspire staff, knowledge and skills to ensure effective leadership at all levels and strong succession planning.	Essential	✓	✓		✓
Understanding of and commitment to Equal Opportunities policies, social inclusion and anti-discriminatory practice.	Essential		✓		✓

2. Special Requirements	Essential / Desirable	Application Form
Full driving licence and access to a vehicle for work purposes.	Essential	✓

3. Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework.

In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and afterwards through the Authority's performance coaching scheme.

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Leading People	Provides inspirational leadership & is a role model to others		✓		✓
	Takes direct responsibility and is accountable for actions		✓		✓
	Respects and values the contribution and ambition of others		✓		✓
	Actively promotes equality and diversity		✓		✓
	Challenges unacceptable behaviour/attitudes		✓		✓
	Recognises and celebrates achievements		✓		✓
	Defends colleagues against inappropriate criticism				✓
	Demonstrates and is an example of good work-life balance				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Delivering the Vision	Communicates a compelling view of the future		✓		✓
	Ensures the vision is meaningful to all		✓		✓
	Challenges the vision appropriately				✓
	Proactively promotes the vision to others				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Setting & Achieving Ambitious Targets	Is committed to continually improving performance of self and others		✓		✓
	Agrees ambitious performance targets and priorities for self and others		✓		✓
	Sets high standards and keeps self and others focused on outcomes		✓		✓
	Gives regular, constructive feedback on service /team/ individual performance		✓		✓
	Recognises and celebrates success				✓
	Challenges poor performance appropriately		✓		✓
	Seeks learning opportunities from results				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Empowering Our People	Encourages and develops personal accountability in others		✓		✓
	Works to identify training and development needs in others		✓		✓
	Encourages others to think for themselves		✓		✓
	Promotes risk-taking and supports appropriately				✓
	Utilises and respects the skills, experience, and ambition of others at all levels				✓
	Promotes and demonstrates personal and professional learning and development in self and others		✓		✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Communicating	Creates and encourages two-way communication inside and outside the organisation		✓		✓
	Uses appropriate and precise methods of communication		✓		✓
	Has personal credibility with a variety of different groups and uses networks effectively	✓	✓		✓
	Communicates positively and respectfully	✓	✓		✓
	Actively listens and respects others' points of view				✓
	Checks own and others' understanding				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Making Informed Decisions	Is prepared to take action and be accountable				✓
	Regards problem solving as an improvement opportunity				✓
	Involves others in decision making				✓
	Steps back and takes a wider view				✓
	Uses evidence to challenge or support point of view				✓
	Considers implications of proposed decisions				✓
	Ensures decisions link to continually improving performance				✓
	Has the confidence to make ambitious, difficult, or unpopular decisions				✓
	Is able to justify and explain decisions				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Working in Partnership	Understands partnerships in the context of the “big picture”		✓		✓
	Promotes and is actively involved in multi-agency partnerships to continually improve services for the citizen	✓	✓		✓
	Networks effectively internally and externally	✓	✓		✓
	Recognises, respects, and utilises the expertise of others				✓
	Proactively shares knowledge and information				✓
	Seeks out the most appropriate people to contribute to partnership working				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Managing the Political Interface	Understands the political environment locally, regionally, and nationally		✓		✓
	Positively respects and abides by the professional code of conduct and adheres to the principles of political restriction				✓
	Establishes and continually improves positive and appropriate interaction with all Councillors				✓
	Raises issues and constructively challenges in an appropriate and sensitive manner				✓
	Ensures others understand the political dimension of their work				✓
	Provides timely, constructive, high quality professional advice to assist the political decision making process				✓

Topic	Competencies	Assessment Method			
		App.Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Pushing the Boundaries	Regularly and constructively challenges the status quo				✓
	Is positive about change and identifies potential benefits to the citizen				✓
	Taps into the innovative and creative potential of others				✓
	Considers different methods/approaches				✓
	Encourages others to suggest new ideas				✓
	Supports and develops others' ideas				✓
	Looks creatively inside and outside the organisation for new ideas and actively shares good practice				✓