



JOB TITLE:	Head of Inclusion		
GRADE:	G15	SERVICE AREA:	Children's Services Access and Inclusion
JOB CODE:			
REPORTS TO:	Director	LOCATION:	Any Children's Services building within Walsall
SPECIAL CONDITIONS:	<ul style="list-style-type: none"> The postholder will be required to have an Enhanced DBS check. There is a requirement for the postholder to regularly undertake visits to schools, meet with governing bodies and parent/ carer groups sometimes outside of normal office hours. 		

1. Main purpose of the job role:

- To provide strategic support to the Director Access and Inclusion by providing up-to-date specialist advice on all matters related to the council's statutory responsibilities for education, SEND (0-25) and commissioning.
- To ensure compliance at all times with relevant government legislation, statutory requirements, national and local performance indicators, and output measures related to education and inclusion for all learners.
- To ensure the relevant strategies and processes are in place for the council to fulfil its statutory responsibilities for intervening in schools causing concern.
- To ensure that all council services for which they are responsible are responsive, high quality and provide value for money at all times.

2. Role specific duties and accountabilities:

Horizon Scanning

- To be responsible and accountable for providing leadership and vision in implementing the councils Inclusion Strategy and ensure that all schools and setting are engaged and supportive of the councils approach.
- To work with the Director Access and Inclusion to set the vision, direction and strategy for improving educational outcomes 0-25 in Walsall.
- To develop, lead and implement an integrated approach to service delivery, aligned to the strategic direction of Walsall Right for Children by ensuring all services for which they are responsible are high quality service, responsive and flexible.
- To take responsibility for leading on change management initiatives as part of councils transformation programme based on a restorative approach and designed to improve outcomes for learners.

Leading People

- Line management of: EHCP Team, Advisory Support Team (Early years, VI/HI specialist teachers), Educational Psychology Service, Educational Quality Assurance Team including Early Years and Post 16, School Governance
- Supervisory responsibility for: SEND Manager, Quality Assurance Team Manager, seconded Headteachers

Managing Resources

- To ensure sound financial planning and management of budgets at all levels to give value for money and positive outcomes for children and young people, including ensuring that Schools Forum receive timely and accurate reports to inform their decisions around de-delegation
- To be responsible for identifying trading opportunities and commissioning services required to fulfil the council's statutory role.

Managing Performance

- To be the responsible senior officer for ensuring effective working relationships with key government departments including the Regional Schools Commissioner and the Education Skills Funding Agency.
- To be responsible for ensuring that the Director for Children's Services can be assured that all children and young people are safe, well cared for and receive appropriate education (0-25).
- To ensure compliance with the SEND Code of Practice based on a graduated approach which takes account of the needs of the child, wishes of the family and advice from professionals.
- To direct and implement Borough-wide policies and procedures for monitoring, challenge and intervention in underperforming schools and educational providers, including early years, post 16 and implementing the local authority's formal powers of intervention when required.
- To determine and lead improvement strategies in all Walsall schools for all children, particularly those who are most vulnerable and at risk of not achieving at least national expectations for standards and progress.
- To ensure appropriate performance monitoring of all educational providers that will lead to improvement in pupil outcomes, through the effective use of data both qualitative and quantitative.
- To be the responsible senior officer for engaging with critical stakeholders to ensure strong and challenging relationships in a fast changing educational environment.
- To oversee the quality of performance reports for Cabinet, Scrutiny, DMT and other strategic boards as required.
- To lead on the development of effective client-centred relationships with and between the council, parents/carers, schools, providers, governing bodies; ensuring effective and responsive services, which promote a positive, collaborative and strong working relationship based on the concept of high challenge and high support.
- To determine and lead on the development of system leadership and robust school-to-school support which fosters and maintains effect-working relationships with Teaching schools and the Walsall Learning Alliance.
- To set and monitor service standards, which comply with national and local policy, including regional peer review and practice requirements informed by evidence based practice.
- To develop and oversee effective commissioning systems and policy on behalf of the local authority to support schools, setting and families in ways that take full account of the views of all stakeholders and are based on robust needs analysis which measure impact. For example the SEND Independent Advisory Support Service.
- To support the Director in managing all aspects of the Inclusion and Access Service performance framework taking responsibly for reporting to DMT, CMT and Council members as required.

Managing Self

- To be accountable for own progression in career development by learning through training opportunities and both personal and professional development opportunities.
- To keep up to date with Walsall Council and services policy, national trends, research, government guidelines, legal issues, etc.

3. Corporate duties and accountabilities:

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- Through personal commitment and clear action, the postholder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.



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Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.	Indicate when Assessment is possible: at Application form =A interview=I both=A/I test = T	WEIGHT CODE shows relative importance Low=1 Medium=2 High=3
Behaviours:		
Professionalism - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.	A/I	3
Leadership - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	A/I	3
Accountability - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.	A/I	3
Transparency - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.	A/I	3
Ethical - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.	A/I	3
Abilities/Skills:		
Communicates with people – shows confidence and credibility, relates well to others, promotes fairness and equity	A/I	3
Achieves outcomes for customers and communities – is customer and outcome focussed, strives for continuous improvement	A/I	3
Uses initiative, is innovative and drives through change – is change orientated, displays creative thinking	A/I	3
Manages resources and plans for high performance to gain the maximum benefit – displays sound financial management, plans ahead and demonstrates breadth of thinking	A/I	3
Develops effective partnerships and responds to external pressures – works well with others, demonstrates an external focus	A/I	3
Is politically aware and understands how the organisation works	A/I	2
High-level knowledge and proven ability to lead and manage complex teams and staff to achieve good outcomes.	A/I	3
Up to date knowledge of relevant legislation and guidance, notably the Children and Family Act, SEND Code of Practice and Education Act	A/I	3
Demonstrable ability to provide strategic leadership in line with the council's new Managers competency framework.	A/I	3
Ability to prioritise, manage and monitor complex budgets and to use ICT systems and conventional systems, to manage information and to produce reports.	A/I	3
Demonstrable ability to work collaboratively and effectively with a wide range of stakeholders and peers.	A/I	3
Demonstrable excellent written and oral communication skills for a range of documents and audiences including an understanding of social media.	A/I	3

Excellent interpersonal and relationship skills	A/I	3
Ability to influence and engage with a wide range of stakeholders.	A/I	3
Ability to analyse and interpret complex data to determine priorities and progress against outcomes and targets	A/I	3
Understanding of what an inclusive approach looks like and the factors that support its success.	A/I	3
Understanding of factors that promote or prevent high achievement particularly in an economically polarised, multi ethnic, Borough wide context.	A/I	3
A proven commitment to promoting equal opportunities for all staff and to supporting inclusive practices and policies which raise achievement for all pupils in our schools.	A/I	2
To provide reports as required for the Director, Executive Director, elected Members and others.	A/I	2
To develop income streams where trading is appropriate.	A/I	2
To promote and enforce the Council's Health and Safety policy and maintain safe working practice to self and others.	A/I	2
Knowledge/Experience: specify type, level and qualitative (not quantitative required); if any.		
Successful teaching and middle and/or senior leadership experience in school(s)/LA Education and/or SEND services.	A/I	3
Experience of being an effective leader, who leads and manages people, promotes innovation and has a collaborative approach.	A/I	3
Experience of writing and presenting policy and strategy and recommending appropriate future action.	A/I	3
Experience of managing organisational change.	A/I	3
Experience of implementing appropriate quality assurance systems.	A/I	3
Experience of dealing with and analysing information whilst under pressure, and of effectively communicating this information to others in oral or written form.	A/I	3
Qualification: Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.		
• Degree or equivalent	A	
• Headship experience or equivalent	A	
• OFSTED training/experience or equivalent	A	
• Post graduate qualification necessary to the management post	A	
Other Essential Requirements		
An awareness of, and commitment to, equality of opportunity	I	2
Awareness of, and commitment to, confidentiality and handling data	I	2
Prepared by: Sharon Kelly	Date: January 2022	