

Post title:	Head of Alternative Provision
Grade:	SM3
Responsible to:	Assistant Director Inclusion
Staff managed:	Manages a team of specialist professionals
Directorate:	Children and Young People's Service
Service:	Inclusion
Job family:	SM - Senior Management
Date of issue:	March 2024

Job context

- The legislative framework for SEND sits within the Children and Families Act 2014. The legislation covers children and young people aged 0-25 years and includes enhanced responsibility for engagement with parents/carers and children and young people to shape developments at both strategic and individual level. The framework places emphasis on key partners including LA, education providers and health to work collaboratively to ensure the outcomes for children and young people are maximised. The performance of local areas in terms of SEND and compliance with the requirements of the new Code of Practice are also monitored by Ofsted.
- The strategic direction for the development of SEND in North Yorkshire is underpinned by a strategic plan for SEND which includes developments to strengthen collaboration and decision making at locality level, the creation of local multi-disciplinary SEND teams together with the reshaping of the continuum of educational provision for 0-25 year olds with SEND
- The budget is significant at £76 million High Needs Block Funding

Job purpose

Strategic management and performance in the area of SEND and Inclusion across the county, working collaboratively with partner organisations to implement change and transformation to ensure high quality practice, budget accountability and high outcomes for children and young people.

Operational Management:

- Be responsible for all aspects of the performance management of LA duties under Section 19 of the Education Act 1996 ensuring effective systems for the collection and analysis of data to inform future priorities.
- Be responsible for strategic developments ensuring best value for money in all areas of Section 19 duties and Alternative Provision
- Lead role in the development and effectiveness of a staged approach to Alternative Provision in the LA for children and young people at risk of suspension and exclusion
- Contribution to the development and effectiveness of Locality Based Partnerships of Education Leaders (0-25) to identify priorities for improvement and transformational change.
- Responsibility for the management of relevant Inclusion Managers and service managers including performance management, supervision, appraisal and professional development.
- Responsibility for monitoring the effectiveness and quality of support and interventions provided by the SEN specialist teams.
- Ensure the continuing professional development of specialist staff across the support and outreach services.

	<ul style="list-style-type: none"> • Manage and be accountable for budgets relating to provision for children and young people with SEN as required by the Assistant Director. • Significant contribution to identifying schools causing concern and ensuring appropriate interventions and leadership to address issues for SEND and Inclusion. • Make a significant contribution to the council's overarching strategy for SEND. • Ensure the participation of children and young people with SEN and their parents/carers in decision making at individual and strategic levels. • Contribute to, and be up to date with, research and development in the field of SEN and Inclusion. • Provide leadership and management of transformation projects, new services and provision managing relationships, culture and change. • Ensure performance and provision are compliant and current with national good practice, regulations and are Ofsted ready. • Undertake personal and professional development activities as agreed with the Assistant Director.
Resource management:	<ul style="list-style-type: none"> • Provide clear oversight, management control of financial resources at service and locality based level. • Ensure the effective use of relevant commissioning high needs block budgets in the locality, ensuring support for high quality and effective provision. • Significant contribution to ensuring the monitoring of the High Needs Block and to contribute to recovery plans as required by the Assistant Director for Inclusion. • Ensure effective monitoring and evaluation of commissioned provision in the locality on an annual basis. • Work closely with senior leaders in localities to deploy local SEND budgets to address priorities for improved performance. • To be responsible for the strategic oversight of assigned budgets, complex staffing within the specialism area, ensuring resources are deployed effectively. • To lead on the confidence and capacity of local stakeholders to build capacity and resilience in the local area. • Forward plan to ensure resources are effectively managed and risks identifies early. • To support auditors with their work and provide them with the necessary information.
Partnerships:	<ul style="list-style-type: none"> • Lead on establishing strong and effective collaboration between education settings and key stakeholders working together to drive forward improvements in SEND and Inclusion. • Ensure opportunities are maximised to work closely with parents/carers, children and young people to maximise opportunities for co-production. • Ensure effective identification of training needs across partner organisations and facilitating a partnership approach across the LA, teaching school alliances and others to ensure needs are met. • Work with ICBs to implement joint strategies to meet SEN needs. • Lead on the establishment of multi-agency steering groups, SEMH and Physical, Sensory and Medical needs. • Have a commitment to shared values and the common purpose of developing a culture of interagency working: including statutory bodies, third and private sector organisations.
Strategic management:	<ul style="list-style-type: none"> • Responsibility for the performance of relevant areas from a county wide perspective. • Significant contribution to the self-assessment of Section 19 duties and relevant service areas across North Yorkshire and identification of key priorities for improvement. • Actively work with stakeholders to promote transformational approaches to service improvement. • Ensure the completion and effective delivery of strategic plans across SEND and Inclusion for Attendance, AP, EOTAS, SEMH, and Physical, Sensory, Medical needs.

- Significant contribution to the implementation of the strategic plan for SEND.
- Ensure professional development needs of education settings are identified and met to strengthen the capacity of schools and settings to adopt inclusive practices.
- Contribute to the development of a countywide workforce development framework for SEND and Inclusion.
- Be responsible for the strategic leadership of relevant SEN and attendance support and outreach.
- Be responsible for ensuring that the local authority's duties relating to Alternative Provision and medical tuition are met.
- Play a significant role in the commissioning arrangements of specialist provisions including the network of Enhanced Mainstream Schools, Pupil Referral Services and outreach services from special schools.
- Be responsible with Clinical Commissioning Groups for the joint commissioning of relevant services for children and young people with SEN.
- Develop and maintain strategies to meet the needs of children and young people with difficulties in the broad areas social, emotional and mental health, and sensory and/or physical needs.
- Be responsible for driving improvements in attendance, achievement and participation of children and young people with SEN in schools, Early Years settings and Colleges of FE so that the gap in attainment is closed.
- Contribute to, and be up to date with, research and development in the field of SEN.

Communications:

- Develop and embed a robust communication strategy relating to areas of responsibility across the county to ensure stakeholders are fully informed of performance and priorities for SEND and Inclusion.
- Establish strong working relationships with SEN specialists in local multi-disciplinary teams.
- Establish strong communication framework at county level for parents/carers and children and young people to ensure feedback influences practice and development of services and provision.
- Provide high standards of verbal and written communication across all levels including senior professionals, inspectorates, members, and voluntary organisations.
- Contribute to the Directorate's arrangements for sharing information about priority schools particularly in relation to inclusion or provision for children and young people with SEN.
- Present information through public speaking at local, regional and national events, ensuring the reputation of the local authority is maintained to a high standard.

Systems and information:

- To ensure compliance with Freedom of Information Requests by collating, analysing, and releasing appropriate information.
- To collate, analyse and report on performance information to members and senior managers.
- To analyse and present information from performance dashboards for the locality.
- To ensure there are robust effective systems in place that provide suitable evidence to Ofsted in regulatory inspections
- Ensure effective use of IT systems to review performance, set targets and develop improvement plans.

Safeguarding:

- Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with.
- Ensure oversight and analysis of the use of restrictive physical intervention in schools.
- Communicate, record and report using the most appropriate format.
- Ensure young people's voice is heard and informs the development of service.

Person specification:	
Essential	Desirable
<p>Knowledge and Experience</p> <ul style="list-style-type: none"> • Comprehensive knowledge of the SEN Code of Practice, 2014 and statutory responsibilities of the LA in terms of SEND and Inclusion • Knowledge and understanding of a range of SEN provision and the accountability frameworks within which schools and settings operate • Knowledge of current national developments in terms of SEND and wider educational issues • Detailed knowledge of the requirements of regulatory frameworks in terms of SEND and Children's services • Knowledge of a range of intervention programmes and appropriate teaching and learning strategies to address the needs of children and young people with SEN. • Senior leadership/management within a special or mainstream school and/or local authority support services • Management of budgets and planning corrective action as required • Significant experience of collaborative and partnership working across a wide range of stakeholders including education settings, health, LA, parents/carers, children and young people • Experience of leading on transformation and change to improve outcomes and efficiency • Analysis of qualitative and quantitative data and ability to use analysis to identify areas for improvement and change • Developing and delivering strategies and policies within a relevant area of expertise • Creative and innovative practice within an organisation or service • Participation in organisational planning, review, target setting and decision making processes • Management, development and delivery of training • Performance management / appraisal of staff • Recruitment and selection • Community engagement 	<ul style="list-style-type: none"> • Commissioning of services or provision
<p>Occupational Skills</p> <ul style="list-style-type: none"> • Ability to plan and implement change • Planning and project management skills • Strong leadership skills to motivate change and partnership working • Competent negotiator in order to influence partners • Highly effective communication and presentation skills • Strong organisational skills with ability to prioritise and manage a range of complex areas of work • Commitment to high performance and aspirational outcomes for children and young people 	
<p>Behaviours</p> <p>Please visit our website for information on our values, behaviours and ambitions.</p>	
<p>Professional Qualifications</p> <ul style="list-style-type: none"> • A relevant degree • Post graduate or advanced qualification in a significant field of SEN • Recognised and relevant CPD 	<ul style="list-style-type: none"> • QTS • Leadership/Management qualification

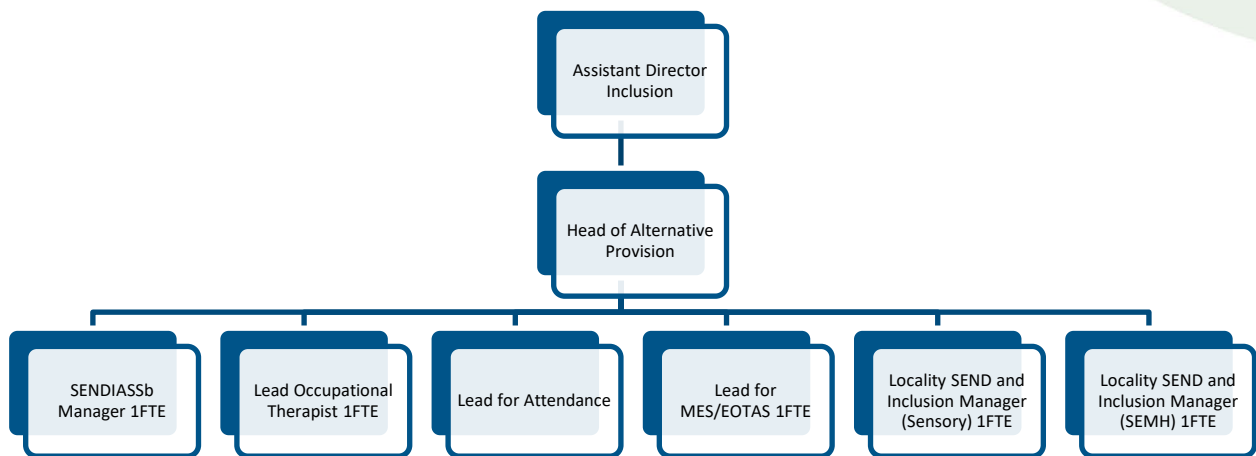
Other requirements

- Ability to travel across the County
- Ability to work out of normal office hours as required
- Ability to deputise for the AD – Inclusion as required

Career progression:

- At NYC we value our employees, and as part of this we can provide wider opportunities to progress in your career. Through discussion with your manager identify areas of interest and consider avenues to progress to them, for example, apprenticeships and work shadowing/coaching.
- As a large council we have a range of roles, across our services, and can provide a wealth of career and development opportunities to help our employees find fulfilling career development opportunities.

Structure



There are 76 various specialist roles (sensory specialists, OT, SENDIASS, MES and SEMH) sitting within this service, under this structure.

NB – Assessment criteria for recruitment will be notified separately.

Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.