



Role Profile

Role Profile and Person Specification for Independent Chair of the SEND & Alternative Provision (AP) Partnership Board

The opportunity

Swindon Local Area Partnership requires an Independent Chair for 10 days between July 2024 and August 2025 and chargeable at a day rate of £250 (excluding expenses) as part of the Department for Education (DFE) Change Partnership Programme, with a scope to review and extend the contract on a rolling annual basis.

Role Purpose

The SEND and AP Partnership Board is the strategic governance structure that is in place across Swindon to ensure that the Local Area delivers consistent partnership working to continue to review existing SEND improvement arrangements and to further improve services for children, young people and families in Swindon.

The Board consists of a wide-ranging Partnership that includes: Swindon SEND Families Voice (SSFV); Swindon Ten to Eighteen Project (STEP); Swindon Borough Council (SBC); Bath and North East Somerset (BaNES), Wiltshire and Swindon (BSW) Integrated Care Board (ICB); Early Years Representatives, Schools, Colleges, and the voluntary sector.

To strengthen our governance arrangements and provide an independent oversight, we are seeking to appoint an independent chair to strengthen and further develop the work of the Partnership.

The focus of this role is to provide strong chairing of the Board, insight and an independent challenge to the Board and its members to enable successful delivery of the SENDi & AP Strategy and other SEND improvement work across the Local Area.

Key Accountabilities

- Ensure the voice of children and young people is fully heard, considered and reflected within the work of the Partnership
- Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list as due to the

nature of the role other outside pressures and urgent issues may require the intervention of the Independent Chair. The post holder will thus be expected to carry out such other reasonable duties which may be required from time to time.

- Lead collaboratively, give advice, support, encouragement, and constructive challenges, and hold main partner agencies to account.
- Chair the Board meetings of the SEND and AP Partnership Board, including any additional meetings convened as a response to specific and exceptional circumstances.
- Ensure performance management is integrated into the role and function of the Board to deliver improved outcomes for children, young people, and their families.
- Provide independent arbitration as necessary when conflicts of interest arise within the Partnership.
- Two days of work per meeting – one day for preparation and one day for attendance and chairing.
- Comply with any other duties as may be jointly agreed from time to time as necessary and appropriate to the role.

Knowledge & Experience

- Experience of engaging with service users, i.e., families, children and young people
- Proven leadership and experience of having operated in a large public, independent or voluntary sector organisation at a senior level
- Extensive experience of chairing meetings at a senior strategic level.
- Work effectively across a range of disciplines and services
- Ability to lead and positively influence partners from diverse professional backgrounds
- Use interpersonal skills to effectively manage strategic relationships with partners
- Confidence and ability to challenge as required
- High level of interpersonal and communication skills
- Demonstrate and apply extensive knowledge and experience of planning service delivery for children, young people and/or their families
- Ability to analyse, review and critically evaluate qualitative and quantitative data and Information