

Job Title: Director of Inclusion and Achievement	Role Profile Number:
Grade: DR4 Salary: circa £100k per annum	Date Prepared: March 2020
Directorate: Children, Families and Community Health Service	Reporting to: Corporate Director, Children's Services.

Job Purpose:

One of Swindon Borough Council's four strategic priorities is to help people to help themselves while protecting our most vulnerable children and adults.

As Director of Inclusion and Achievement, you will be responsible for a programme of continuous service improvement and change, performance management and quality assurance across:

- Special Educational Needs, Disability and Inclusion (SENDI), including the Educational Psychology Service (EPS)
- Education Services 0-25 years; including early years provision and education, school improvement and post 16 provision.
- Alternative Provision and young people's educational programmes
- Education other than at school (EOTAS) Service, including hospital education
- Virtual school for Children Looked After (CLA)

You will provide drive, ambition and continuous improvement with a constant eye on the delivery of quality services to achieve the vision of "One Children's Service – Consistently Good Every Day And Onward To Outstanding"

As a core member of the Directorate's Senior Leadership Team, you will share the collective responsibility of achieving the wider vision of the Directorate and the Council. A key responsibility will be to meet the legal, social and economic obligations of the Local Authority with particular regard to the delivery of statutory requirements and good practice guidelines for children with SEND and those vulnerable to under achievement and not meeting their full potential.

To actively listen and respond to the voice of children, young people and parents/carers to inform decisions about service priorities and service delivery.

To be a champion for all children and young people in Swindon, particularly children with SEND and those vulnerable to under achievement and not meeting their full potential.

Key Accountabilities:

- Professional responsibility for the leadership, strategic direction, performance management, quality and effectiveness of Swindon Borough Council Children's Services Directorate.
- Deliver the highest quality service provision for Swindon's most vulnerable children and young people through partnership working with both internal and external partners, to ensure and enable effective operational deliver and excellent workforce planning and development.
- Ensure the effective management and leadership of operational teams, including performance management and quality assurance, through supervision and appraisals; offering appropriate training and development to ensure senior managers are held accountable and are able to be successful in their roles.
- Attend Council, Scrutiny Committees, Cabinet Meetings, Joint Commissioning Group, Health and Well-being Board, and other strategic or Partnership meetings as and when required.
- Manage the budget and governance for resources allocated to your service and proactively seek to deliver efficiencies without compromising the quality of service to children and young people.
- Work closely with the Lead Members for Children's Services and Educational Attainment and inform them of appropriate issues relevant to the operation of the service.
- Champion continuous professional development, through actively promoting and engaging with other Directorates and deliver the Council's performance framework.
- To be responsible for leading, managing and delivery the Council's Education and School Improvement Strategy, working in strong partnership with schools and education providers.
- To provide clear and visible leadership that achieves high levels of motivation from managers and staff; creates a culture of openness and transparency and promotes equality of opportunity, underpinned by positive working relationships.
- To be a pivotal partner demonstrating system leadership and change across the local systems for education and SEND, including a strong and productive working relationship with Swindon SEND Families Voice.
- Develop and maintain effective working relationships with central and local government departments and statutory, non-statutory and voluntary agencies, including Ofsted, schools, health agencies, police, criminal justice, public health and other Local Authorities.
- Ensure that the service area has efficient and transparent ways of recording and sharing data and performance management information and ensure that this information and intelligence is used to drive continuous service improvement with pace and rigor.
- To ensure that performance measures are realistic and deliverable with performance constantly scrutinised, challenged and monitored to achieve the best possible outcomes for children and young people.

- To advise the DCS on all relevant issues relating to the quality, performance and improvement of the service, whilst promoting a culture of continuous improvement through managerial ownership and leadership of performance.
- As a member of the Directorate Leadership Team, take shared responsibility and accountability for delivering the vision, pledges and priorities of the Service and Council.
- As required, deputise for the DCS.
- Champion and actively promote diversity and inclusion within Swindon's Corporate Community, its residents and SBC workforce.
- To be a member of Swindon's Extended Management Team and as such work in strong partnership with managers across Directorates to achieve the overall vision, priorities and pledges of Swindon Borough Council to ensure effective integration and delivery of services, through matrix management and removing traditional or artificial boundaries to service delivery.
- To ensure that appropriate health and safety practices are in place across the Directorate's sites and the appropriate level of supervision in place.

Knowledge & Experience:

Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:

- Comprehensive knowledge of relevant legislation, regulation and statutory guidance relevant to education, alternative provision and SEND.
 - Significant proven experience of having worked at a senior level in a political environment.
 - Significant proven strategic experience of leading and managing complex services and implementing effective quality assurance arrangements.
 - Significant Proven experience of successfully leading, managing and driving the performance and improvement of diverse services with cross cutting agendas in a Local Authority and Partnership context.
 - Experience of successfully designing and leading change and improvement programmes and transforming services to meet the needs of children and young people.
 - Extensive experience of effectively managing large complex budgets and resources to improve services and maximise efficiency within a pressured financial climate.
 - Proven experience of working in a multi-agency and multi-disciplinary environment to maximise the Council's resources and outcomes for children.
-

- Significant experience of leading performance management and quality assurance frameworks to plan strategically and hold services to account for delivering improvement and outcomes.
- Excellent Interpersonal skills including the ability to successfully influence and negotiate.
- This role is a post, which will be engaging in regulated activity and therefore is subject to the Vetting and Barring scheme.

Qualifications

- Relevant academic and professional qualifications to a degree level.
- A relevant management qualification is desirable

Decision Making

- Responsibility for making significant and evidence based decisions on financial, legal and statutory matters to ensure that services are delivered in line with the Council's legal responsibilities and within the requirements of the relevant statutory legislation and good practice guidance.
- Responsibility for working closely with and advising elected members on all matters within the areas of responsibility.
- A key member of the Councils Extended Management Team, advising, leading and responding to changes within the National and Local context.

Job Scope:		
Number and type of jobs managed: <ul style="list-style-type: none"> • 5-6 members of staff (tbc) • Service Managers and Heads of Service 	Budget Holder	Yes.
Typical tasks supervised/allocated to others <ul style="list-style-type: none"> • Management of Service areas within the portfolio of the role. 	Responsibility	Circa £5 million
	Asset Responsibility	No

Contacts and Relationships

- Effective partnership working with external partners including health, police, voluntary and private sector.
- Significant contact with the Cabinet Members for Children's Services, Educational Attainment and the Councils Cabinet and elected members.

-
- Ensure that the involvement and experience of children and young people are always accounted for and reflected in the delivery of Council services.
 - Significant contact with parents/carers, particularly through Swindon SEND Families Voice and with commissioned services for children and young people.
 - To act as a good Corporate Parent to our children looked after and care leavers
 - Significant work with education providers, including schools and providers of services for children with SEND and alternative provision.
 - Contact with the public including through engagement led by the Council as well as planned and unplanned communication with local media.

Values and Behaviours

We strive to underpin our culture through strong management and authentic leadership, this means getting the management basics right, and ensuring what we commit to individually and collectively, we own and demonstrate accountability aiming to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, this means in our work we are:

Connected: We put Swindon and its people at the heart of everything we do.

We display a communication and behaviour style that promotes a positive Council identity in connecting with residents, customers, colleagues and other stakeholders ensuring a partnership approach to delivering our vision. Always asking, “is what I am doing in the best interests of Swindon and its people,”

Resilient: We are forward thinking and work smart

We seek to identify where things can be improved, ensuring this learning is embedded, evaluated and built upon through a strong approach to continuous organisational development.

Brave: We respect and work together with our colleagues and customers to achieve success

We act in an emotionally intelligent way, setting positive examples around accountability, risk and governance. This will be delivered through developing ourselves and our teams to achieve the highest possible levels of productivity and performance.

Employee Signature:	Print Name:
Date:	
Line Manager Signature	Print Name:
Date:	