

Job Description and Person Specification

The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have.

Job details

Job title: Inclusion and Specialist Support Team Leader

Directorate: Education Services

Reporting to: Head of SEND

Responsible for: Specialist Team Leaders X 6, ASD family intervention service

Grade: LS pt. 11-15

Job description

- Purpose of the post:
- To lead on shaping and developing inclusive practices within all Hackney schools, settings and education providers
 - To lead in support and development for SENCos in Hackney schools and settings
 - To support strategic management of SEND services in Hackney
 - To provide strategic and operational lead for the Specialist Teaching, Visual Impairment, Deaf and Partially Hearing, ASD Family Intervention, Early Support, and Portage teams that make up the Inclusion and Specialist Support Team (ISST)
 - To lead on the ISST traded services offer
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- Main duties and responsibilities:
- To be accountable to the Head of SEND for achieving agreed service outcomes and personal development goals.
- Strategic responsibilities
- To promote and contribute to HLT's policies for SEND and Inclusion and the strategic development of policy and provision for children and young people with SEND in Hackney
 - To support and challenge schools and settings to use inclusive strategies to improve outcomes for pupil with Special Educational Needs & Disabilities (SEND)
 - To promote and share expertise and experience between all specialist and resourced settings and mainstream schools
 - To lead, plan and provide a combination of commissioned and traded services, including professional training, advice, support and direct teaching to develop the capacity of mainstream schools and settings to include children with a range of complex SEND
 - To lead the Service to contribute to the LA's statutory duties for children and young people aged 0-25 years with SEND
 - To integrate multi-agency working, partnership and co-production with parent/carers throughout all practices.
 - To work closely with the Child Development Centre at Hackney Ark, as part of the integrated services to children, parents and carers.
 - To attend relevant multi-agency strategic groups, forums, panels and meetings to ensure there is a co-ordinated and integrated approach to supporting schools and parents/carers
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Management responsibilities

- To lead and manage the personnel within the ISST: Specialist Teaching, Visual Impairment, Deaf and Partially Hearing, ASD Family Intervention, Early Support, and Portage teams
- To provide robust and supportive management, which develops innovative, creative practice on the team
- To ensure team members are appropriately trained and confident in latest evidence-based practice
- To work within HLT procedures for management, ensuring every member of the team has access to regular support and supervision, and that the annual PDR takes place in a timely way.
- To be responsible for managing / supervising the management of the budget lines for the ISST, including projections, monitoring, accountability and transparency.

Business and finance responsibilities

- To maintain and develop a flexible and responsive traded offer to meet the needs of schools in Hackney and in other boroughs
- To ensure the traded arm of the ISST follows a sound business model
- To set ambitious, realistic targets for trading
- To ensure good communication with schools and settings, including regular monitoring and evaluation of the traded offer

Senco Support and Development

- To lead on Senco support in Hackney, maintaining an up to date list of all Sencos, and planning and convening regular Senco Forums and an annual Senco Conference
- To lead on the SENCO qualification regionally and on other professional development for Sencos and aspiring Sencos.
- To oversee the special needs CPD programme for schools/settings.

Other duties

- To undertake the management of specific projects or developments delegated by the Head of SEND
- To promote the HLT policies on Inclusion and Equalities and Diversity.

General requirements:

- To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Line Manager.
 - The post holder must at all times carry out his/her responsibilities with due regard to our policy, organisation and arrangements for Health and Safety at Work.
 - It is your responsibility to carry out your duties in line with our policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
 - You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
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Job title:	Lead Officer for Specialist & Inclusion Advisory Support Service
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Person Specification

	Essential	Desirable
Qualifications	✓	✓
1. Qualified Teacher Status	✓	
2. Post Graduate Qualification in the named specialism		✓
3. Current training in the named specialism/s and/or SEND	✓	
4. Relevant training in business management		✓
Experience	✓	✓
5. Recent experience of providing specialist teaching to schools and settings	✓	
6. Experience of delivering training to other teachers	✓	
7. Experience of observing and evaluating teaching and giving feedback to a teacher with regard to inclusive practices	✓	
8. Experience of a role as a manager, and as a line manager	✓	
9. Experience of developing a successful traded service in a not-for profit organisation	✓	
10. Experience of managing large and complex budgets		✓
11. Experience of strategic team planning	✓	
Knowledge/Skills	✓	✓
12. Recent developments in national government policy on SEND	✓	
13. Sound understanding of the evidence base in relation to good practice in SEND and Inclusion	✓	
14. Sound and current knowledge of specialist area including assessment, programmes and strategies	✓	
15. Excellent communication skills	✓	
16. Excellent time management skills, and the ability to work to deadlines and appropriately prioritise competing tasks.	✓	
17. Thorough knowledge of teaching and learning and the current Ofsted framework.	✓	
18. Ability to use and understand assessment data, and to interpret priorities for the pupils with SEND.	✓	

19.	Knowledge of pupil wellbeing, safeguarding procedures and economic cohesion, as well as a clear understanding of the essential systems which lead to running a successful school or setting	✓	
20.	Understanding of business planning for deliver trading within a not for profit organisation	✓	
21.	Knowledge of forecasting, assigning resources to meet delivery commitments and building excellent relationships with the customer base	✓	
22.	Experience of holding staff to account and providing quality assurance and feedback to schools, settings and families	✓	
Leadership Qualities/Accountabilities (select relevant areas)		✓	✓
23.	Identify opportunities for new business development Drive and enable innovation, commercial acumen and new business development across the service.	✓	
24.	Increase service quality and performance Drive and enable service design and ways of working which will support continuous improvement in service quality and performance	✓	
25.	Creativity Question / Challenge the way things have always been done	✓	
26.	Presence Influence others	✓	