

## Kent County Council

### Job Description: Head of Kent's Specialist Teaching and Learning Service

<b>Directorate:</b>	<b>Children, Young People and Education</b>
<b>Unit/Section:</b>	<b>Kent's Specialist Teaching and Learning Service</b>
<b>Grade:</b>	<b>To be on Teachers Leadership Scale (L16)</b> <b>Full-time, Permanent</b>
<b>Responsible to:</b>	<b>Assistant Director, School Inclusion</b>

#### **Purpose of the Job:**

The Head of Service will lead and manage Kent's Countywide Specialist Teaching and Learning Service to ensure that children and young people with special educational needs are included in, and have access to, high quality teaching and learning that enables them to make good progress, achieve independence, employment and fulfilled lives in adulthood. The role will ensure the delivery of high-quality, cost-effective service provision that meets local and national priorities. The Head of Service will support specialist practitioners to work in partnership with others to support, families, children and young people.

The Head of Service will be responsible for leading a redesign of the service model, ensuring it is fit for purpose for the future and ready to meet the challenges set out by the SEND Reform White Paper. This will include a review of the service's core offer, considering wider SEN needs and ensuring the service is aligned with the Early Years Professional Resource Group and the Experts at Hand guidance. The redesign will be a critical opportunity to ensure that the service contributes towards a long-term financially stable SEN model in Kent whilst maintaining continuity of high-quality service provision.

#### **Main duties and responsibilities**

- Lead and manage Kent's Countywide Specialist Teaching and Learning Services for children with SEN so that they are provided with high quality education in mainstream settings that enables them to make good progress, achieve independence, employment and live fulfilled lives in adulthood.
- Be accountable to the Assistant Director of School Inclusion for all aspects of the operation of the Service and the outcomes achieved, including the

development of the service to meet the new requirements set out by the SEND Reform White Paper and managing the service through the changes delivered by Local Government Reform.

- Promote a culture of well-being, provide executive management and support continuous professional development and workforce resilience. Ensure the service aligns with the national agenda for the development of practice for Specialist Teachers and professional accreditation and recognition for teachers of children with SEN.
- Undertake robust line management and leadership responsibilities including regular one-to-ones, identifying professional development needs and delivering effective performance management in line with legislation, DfE requirements and KCC codes of practice.
- Ensure effective partnership working with the Special Educational Needs Co-ordinators and other practitioners in mainstream settings to ensure that all schools provide good inclusive education to children and young people with SEND. Ensure that STLS practitioners develop the knowledge and skills needed to work in a range of settings. Where required, work in partnership to develop new working relationships with appropriate statutory and non-statutory organisations.
- Engage with children and young people to ensure that their experiences and voices inform the development of the service. Lead and oversee engagement activities to underpin the development of practices and policies affecting children and young people with SEN.
- Develop, install, and maintain Quality Assurance programmes and service standards that fully deliver requirements contained in the Education Inspection Framework. Monitor and report on the impact and performance of STLS, including education attainment, school attendance and post 16/18 destinations. Ensure the service's strategic outcomes align with Kent County Council's SEND improvement strategies and plans.
- Develop and lead the implementation of the long-term vision for the service, ensuring that a high-quality service continues to be delivered throughout the implementation of changes associated with Local Government Reform and the SEND Reform White Paper.

- Manage the service budget and associated prioritisation of resources within the Specialist Teaching and Learning Service. This could include the management of any additional funding received through initiatives such as Experts at Hand and the Local Authority SEND Transformation Fund to ensure that national priorities are implemented in Kent.
- Ensure the service aligns with and delivers against Kent County Council's strategic priorities and duties, including developing policy, improving practice, ensuring delivery of robust safeguarding procedures, internal communications, effective resource sharing to benefit children and families and participating in wider Children, Young People and Education decision making and governance.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

## Kent County Council

### Person Specification-Head of Kent's Specialist Teaching and Learning Service

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted. Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	Qualified Teacher Status (QTS)  Post-graduate qualification in an aspect of SEND (or equivalent demonstrable experience)
<b>EXPERIENCE</b>	Experience of teaching and/or providing specialist teacher support and advice in mainstream and special school settings  Evidence of leading and promoting strategic and operational innovation and demonstrable success in developing and implementing innovative change  Evidence of championing delivering successful change management within a demanding environment  Understanding of specialist teaching services for children with SEN to a range of education providers including; early years settings; schools (mainstream and special) and FE colleges  Leadership and management including responsibility for organisational development, setting strategic goals; performance, financial monitoring and budget setting  Working in partnership with statutory and non-statutory organisations and practitioners to deliver services to children and young people with SEN
<b>SKILLS AND ABILITIES</b>	Excellent interpersonal and leadership skills and abilities  Effective team building skills  Good oral and written communication skills  Excellent teaching skills and abilities  Excellent organisational skills and abilities

	<p>Demonstrable success in managing and motivating people to achieve significant sustainable service improvements and outstanding results with experience of developing and sustaining a culture that recognises the needs of service users and staff</p> <p>Demonstrable understanding of diversity and equality issues in relation to both staff and services, and the provision of services that are accessible, fair, and relevant to a range of communities</p>
<p><b>KNOWLEDGE</b></p>	<p>Evidence excellent knowledge and understanding of national legislation and national and local policies, procedures and guidelines, including statutory assessment processes, relating to children and young people with special educational needs</p> <p>Demonstrate excellent knowledge and understanding of the wider operating environment for the Specialist Teaching and Learning Service, particularly in relation to the potential impact of SEND Reform and Local Government Reform</p> <p>Have experience and/or knowledge of working with a range of practitioners to support the application of practical strategies to assist the development of children with SEN, and understand how to apply these principles to teaching and learning advice for children and young people</p> <p>Have a good working knowledge of how children with SEN in relation to their learning and an understanding of quality standards for the provision of specialist teaching and/or advice to support these children's development</p> <p>Have an overview of the statutory and non-statutory curriculum frameworks and their associated assessment criteria and processes and reporting procedures including those associated with the Early Years Foundation Curriculum; National Curriculum</p> <p>Detailed knowledge of the role of the Qualified Teacher in relation to safeguarding and early help assessments and the responsibilities of the Local Authority</p>

<b>KENT VALUES AND CULTURAL ATTRIBUTES</b>	<p>Kent Values:</p> <ul style="list-style-type: none"><li>• We are brave. We do the right thing, we accept and offer challenge</li><li>• We are curious to innovate and improve</li><li>• We are compassionate, understanding and respectful to all</li><li>• We are strong together by sharing knowledge</li><li>• We are all responsible for the difference we make</li></ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p> <p>As a senior leader you will be expected to role model and drive the Council's cultural aspiration and its related values. In doing this the leadership traits we expect of you are:</p> <ul style="list-style-type: none"><li>• Courage and integrity</li><li>• Making a difference – sense of purpose</li><li>• Compassion and inclusion – community leadership</li><li>• Drive for results</li><li>• Curiosity and learning</li></ul>
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