

SEND & Inclusion Commissioner (Tier 4b)

Directorate/Group:	Communities Education Services
Accountable to:	SEND: Commissioning & Strategy Support Lead
Accountable for:	No direct reports
Politically restricted post	No
Job Title	SEND & Inclusion Commissioner
Grade	Hay 10

Context

You will support the work of Education Services and the SEND & Inclusion Leadership Team to ensure that resources are used to commission services that make a positive difference, meet statutory obligations and contribute to the overall strategic objectives set out in the SEND and Inclusion Strategy. You will support the SEND Strategy & Commissioning Lead Manager with specific strategic assignments and take a lead on the County's SEND Sufficiency Strategy as part of the wider Education and Learning Sufficiency Strategy.

You will work in partnership with other Delivery Team Leaders to deliver our organisational outcomes.

You will support the Strategy and Commissioning Manager, SEND & Inclusion in achieving our organisational vision and outcomes.

You will develop and maintain good working relationships with a range of key stakeholders including statutory partners, service providers, voluntary sector and customers.

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Specific role assignment

Delivery responsibilities	<ul style="list-style-type: none">• Responsibility for leading the development of Warwickshire's SEND Sufficiency Strategy as part of the wider Education and Learning Sufficiency Strategy;• In conjunction with the Joint Strategic Needs Analysis programme, coordinate and co-produce updates to Warwickshire's Special Educational Needs and Disabilities (SEND) Needs Assessment to maintain accurate and up-to-date evidence and understanding of the changing profile of the County's SEND needs, including 5-10 year projections, to inform commissioning intentions and decisions.• Deliver the commissioning of high quality SEND provision which results in the best use of resources to meet the assessed educational needs of the 0-25's population across Warwickshire's community.• Programme manage the SEND Capital Programme (including but not limited to the Special Provision Fund and the Disability Access Grant).• Develop strong and robust partnerships within the Council (including Strategic Assets team and Construction Services) and with other stakeholders in particular across education, strategic commissioning, social care, health, and private, independent, community and voluntary sector providers to commission a range of innovative, flexible, sustainable and affordable services.• Develop compelling business cases to win strategic support from the Capital Access and Organisation Board and WCC Cabinet for the required investment in new SEND provision.• Coordinate any required public consultation for the development of new high needs provision and changes to existing.• Coordinate and facilitate collaboration between special and mainstream schools and academies and partner agencies in order to ensure a robust, high-quality and sustainable educational offer for learners with SEND.• Ensure that the County's 0-25's population, their families and carers have a voice in the development of new provision and the redesign of existing provision through co-production to enable professionals and citizens to share power to plan and deliver support together.• Responsibility for coordinating innovative service redesign to ensure Warwickshire's SEND provision draws on the latest evidence, best practice and successful models from elsewhere,
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Key Business Measures	<p>drawing on commissioning intelligence and benchmarking information.</p> <ul style="list-style-type: none"> • Develop and adapt service specifications, service level agreements, service reviews and contracting arrangements to deliver improved performance in the quality of commissioned services, in line with national and local indicators and to ensure services are safe and service provision is sustainable. This will include ensuring commitment to continuous improvement and greater effectiveness and efficiency in service provision and to ensure national and local standards are met. • Develop the supported internships countywide programme, supporting young people with SEND into employment including leading Post 16 networks, developing quality assurance arrangements and the training and coordination of job coaches <p>% of learners with EHCPs educated in mainstream; % of learners with EHCPs educated in SEND Resource Provision; % of learners with EHCPs educated in ISPs.</p>
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Specific experience	<ul style="list-style-type: none"> • Understanding and experience of Special Educational Needs & Disability and Education commissioning and service delivery issues. • Knowledge and understanding of health and social care issues in relation to SEND. • Knowledge of relevant Special and Educational Needs and Disability and Education legislation, guidance and policy. • Substantial experience of working with a range of school and education providers and stakeholders. • Evidence and experience of analysing and interpreting complex data into a comprehensive report format. • Experience of solving complex issues and having a solution oriented approach to managing risk appropriately. • Evidence and experience of leading successful change programmes.
Specific qualifications/ and registration	<p>Educated to degree level or equivalent professional qualification. A minimum of 3 years' experience operating at a senior level in an education, health or social care role.</p>
Budget responsibility	<p>External and internal budgets as specified by SEND: Commissioning and Strategy Support Lead.</p>

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FTE responsibility (line management)	No line management
Key stakeholder relationships	Key partner relationship management with Schools and Education providers, Social Care and Health (acute and commissioning); Key relationship management with commissioned providers; Professional relationship development with Leader or Deputy Leader of the Council, Cabinet Members and any other political post holders as required; Professional partner relationship management with Delivery Manager colleagues, Senior Commissioning colleagues and any other internal stakeholder as required.

Commitment to safeguarding, with knowledge and understanding of current requirements and national policies.

An ability to travel effectively, on a regular basis, across the whole county in line with service policy and practice.

Generic capabilities of the role

Generic Capability	Descriptor
Strategic thinking & planning	<ul style="list-style-type: none"> • Identification of business requirements against demand for the service(s) • Formulating short term (1 year) strategies and plans to meet demand for the service(s) • Use of insight, best practice and research to inform commissioning intentions and key business measures

- Contribute to the commissioning intentions, key business managers and plans based on demand for the short term (1 year)
- Develop the 1 year delivery plan in conjunction with the delivery teams
- Contribute to the development of policies
- Ensure that insight, best practice, market research and trends are considered in the commissioning intentions.

Generic Capability	Descriptor
Innovation & change	<ul style="list-style-type: none"> • Focus on new ideas, improvement and innovation • Problem solver

- Undertake periodic review(s) of commissioning intentions, outcomes and key business measures to identify areas of improvement

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- Support the development of options appraisals to assess the most suitable means of delivering the commissioning intentions
- Ensure the right provider is commissioned to achieve our objectives through a mixed economy of internal and external suppliers.
- Work in collaboration with Operational Managers and the Commissioning Support Unit, to put in place frameworks to monitor and manage quality performance of commissioned services.

Generic Capability	Descriptor
Finance & commercial	<ul style="list-style-type: none">• Effective budget setting and monitoring• Contract negotiation and commercial partnership management• Quality monitoring and measurement• Oversight of contract set up, establishment and ongoing monitoring• Good understanding of SEND, High Needs and Education financial constraints

- Manage budgets in line with commissioning outcomes, including commercial and trading targets
- Take action where the performance of providers is unsatisfactory
- Ensure compliance to the specific statutory, compliance, contract, practice and performance frameworks
- Support Delivery Managers in contract set up, establishment and management
- Manage the decommissioning of contracts where applicable

Generic Capability	Descriptor
Influence & relationship management	<ul style="list-style-type: none">• Relationship development and management• Influence and shapes the market• Collaborative working

- Support the development of key partnerships
- Support the shaping and influencing the market
- Support the co-production of commissioning strategies and intentions with key stakeholder groups
- Support required co-production, consultation, engagement activities

Generic leadership competencies

Capability	Descriptor
People Management	<ul style="list-style-type: none">• Workforce development• Workforce planning

- Recruit and ensure effective induction of team members

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- Retain and attract the required capabilities of the team through effective talent management
- Set and deliver stretching performance objectives
- Undertake annual appraisals with the team
- Undertake regular 1:1 sessions throughout the year to review performance against objectives
- Manage and support teams through organisational change

Capability	Descriptor
Management of resources & planning	<ul style="list-style-type: none">• Monitors the service performance framework• Ensure best use of resources• Ensure effective service design• Oversight of budget

- Plan, task, deploy and co-ordinate resources to meet changing commissioning needs as required
- Monitor, plan and review team outcomes ensuring delivery of personal and team objectives. Hold regular meetings to inform teams of plans, priorities, budgets and expected outcomes
- Identify the capacity of the delivery team through effective workforce planning.
- Develop and implement integrated working across teams

Capability	Descriptor
Organisational leadership & resilience	<ul style="list-style-type: none">• Deals with performance issues• Maintains business continuity• Role model of how we work principles

- Maintain business continuity in the event of service disruption
- Effectively addresses performance issues within the team
- Enable the team to work in a high performance culture
- Act and operate corporately across WCC adopting the one council approach
- Act as a positive role model for WCC's values and behaviours at all times
- Represent the interests of the Council on external bodies and networks

WCC values and behaviours

The post holder must be able to demonstrate that they role model the WCC values and behaviours.

Our Values – The Warwickshire DNA



High performing



Collaborative



Customer focused



Accountable



Trustworthy

Our Behaviours

V1.0

*service = service, team, functions

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Strategy... the direction we will take to achieve our outcomes



Plan... what we will do to achieve the strategy



Commissioning... the process of how we will plan, purchase and monitor our services



Strategic Commissioning... the process for understanding, planning and delivering services to achieve the best outcomes



Operational Commissioning... the process for meeting need at an individual level or to a specific group



Delivery... providing services to our customers

