

Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	SEND & Inclusion: Business Change Lead (Written Statement of Action)	JEID	MO675
Salary Grade:	O		
Team:	Supporting SEND & Inclusion Steering Group (Written Statement of Action)		
Service Area:	Education		
Primary Location:	Flexible		
Political Restriction	This position is not politically restricted.		
Responsible to:	T3 Manager		
Responsible for:	N/A		

Role Purpose

The SEND Written Statement of Action (WSOA) aims to address the significant areas of weakness across the SEND system in Warwickshire to deliver improved outcomes for children and young people with SEND. It is a statutory requirement to deliver the WSoA and progress is closely monitored by Department of Education (DfE) and NHS England (NHSE). This role is to lead the delivery of significant workstreams within the WSoA, particularly around inclusion in schools and workforce development.

- 1) Provide system leadership working closely with partners from across education, social care and health with parent carers and young people, to ensure timely implementation and deliver sustainable change across the local system for SEND & Inclusion in accordance with the WSoA that meets the requirements of the Code of Practice, Department of Education and NHS England.
- 2) Apply expertise and understanding of SEND & Inclusion to manage, develop and lead the successful delivery of WSoA workstreams, to ensure services and stakeholders work together to deliver positive outcomes and sustainable change.
- 3) Ensure that change is sustainable by leading and working with relevant teams and stakeholders, including schools, service managers, commissioners, providers and families to achieve the change aspirations in the WSoA and meet the monitoring requirements of DfE/NHSE.

- 4) To lead on communication and engagement activities with young people, parent carers, schools and other partners, working in coproduction to develop new ways of working, maintain good working relationships and embed change.

Role Responsibilities

- 1) As a business change officer for SEND & Inclusion to work alongside the Area Leads and workstream leads to manage the successful delivery of outcomes in the WSoA on time and within allocated resources, contributing to the regular reporting to the SEND Steering Group, Change Programme SEND Member Panel and DfE/NHSE.
- 2) Maintain oversight of the WSoA workstreams (particularly in Areas 3 and 4) and manage interdependencies within the WSoA and to the SEND & Inclusion Change Programme.
- 3) Work in partnership to develop plans and change systems, approaches and practice to improve inclusion and workforce development in SEND.
- 4) Support the development of options appraisals and business cases to deliver improvements as part of the WSoA.
- 5) To be a cost centre manager, ensuring allocation of resources in accordance with plans and monitoring of expenditure
- 6) Contribute to the production of progress reports to the SEND & Inclusion Steering Group, the SEND Member Panel and DfE/NHSE including data analysis and presentation.
- 7) Apply knowledge of SEND and Inclusion to ensure that workstreams and activities are consistent with SEND Regulations (Children and Families Act 2014), SEND Code of Practice and local policies and guidance.
- 8) To provide leadership to SEND & Inclusion services and stakeholders (e.g., schools) to shape solutions to achieve delivery plans and maintain good working relationships.
- 9) Develop positive professional relationships between SEND & Inclusion services, partners and settings to ensure the system is acting consistently, cohesively and sustainably.
- 10) Act as an ambassador for the organisation and the wider SEND system, respond to queries and requests for information from both within and outside the organisation.
- 11) Share knowledge, information and learning with colleagues across other workstreams and organisations, to ensure the overall change agenda moves forward.
- 12) Carry out duties in accordance with the Council's Information Security Standards and Human Resource Policies; compliance with the Data Protection Act, Freedom of Information Act and any other relevant legislation that directly affects service delivery.
- 13) Demonstrate and role model the WCC values and behaviours:



High performing



Collaborative



Customer focused



Accountable



Trustworthy

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

Knowledge and understanding of the SEND Regulations 2014 (Children and Families Act 2014) and the SEND Code of Practice – along with the implications for local authorities, schools and settings and partner agencies	A, I, P
Educated to Degree level or equivalent or at least 5 years' experience of working in SEND & Inclusion	A, I, D
Understanding of the strategic and financial challenges facing the local SEND & Inclusion system and a positive approach to change	A, I, P
Experience and commitment to co-production and working with all stakeholders including school leaders, parents and carers, children and young people, and partner agencies	A, I, P
Ability to build and embed capacity so that change continues in the longer term	A, I
Ability to bring different stakeholders together and work together for a common purpose	A, I, P
Experience of successfully leading strategic system change including different stakeholders/organisations	A, I
Knowledge and understanding of school systems, governance, funding and performance frameworks	A, I
Knowledge and understanding of local policy, guidance and decision-making processes that influence SEND practice, placements and associated costs	A, I, P
Ability to communicate fluently in writing, through presentations and verbally, with a wide range of stakeholders, including elected members and senior managers	A, I, P
Proven negotiating and influencing skills	A, I
The ability to demonstrate a high degree of complex problem-solving skills and the ability to pull together plans/develop solutions through the introduction of new/original thinking	A, I
Proven ability to work effectively with partners and colleagues at all levels of the organisation and partner organisations	A, I
Experience of managing stakeholder expectations and communication	A, I
Knowledge and understanding of information governance, the need for confidentiality and the Data Protection Act	A, I

Desirable Criteria

Assessed By:

Experience of cost centre management	A, I
Demonstrate a structured approach to project management or service improvement by applying appropriate methodologies e.g., Prince2, Agile	A, I
Experience of managing projects or service improvement activity	A, I
Experience of working in a Local Authority or other public body	A, I

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	

