 WOKINGHAM BOROUGH COUNCIL	Job Description		Job Reference
Job Title	Head of SEND Strategy & Programmes		
Service	Childrens Services	Team	Children's and Adults Strategy, Commissioning
Location	Shute End / Smart Working		
Reports to	Assistant Director Children's and Adults Strategy, Commissioning		
Grade:	Type of position:	Hours per Week:	
SM1	Full Time	37	

This job description has been designed to indicate the general nature and level of work performed by employees within this post. It is not designed to contain or be interpreted as an inventory of all duties, responsibilities and outputs required of employees assigned to the role.

Service Purpose

The Head of SEND Strategy and Programmes will be an expert lead for complex change programmes across the SEND system .

General Description of Role

Working with the Assistant Director for Adult Social Care Strategy, Commissioning and Performance, the Assistant Director Education and SEND and other members of the Children's Services Department to drive and implement the fast-paced transformation of the Special Educational Needs and Disability services to deliver better outcomes for people, improved value for money, and a sustainable high quality education system for the children and families of the borough of Wokingham, in line with our strategic priorities set out in Wokingham's SEND Strategy.

The Head of Service will be required to maintain positive relationships with parents, schools, social care, ICS and council staff, carers and advocates and elected Members ensuring we develop a culture of continuous improvement and benefits are realised and delivered within the timescales agreed.

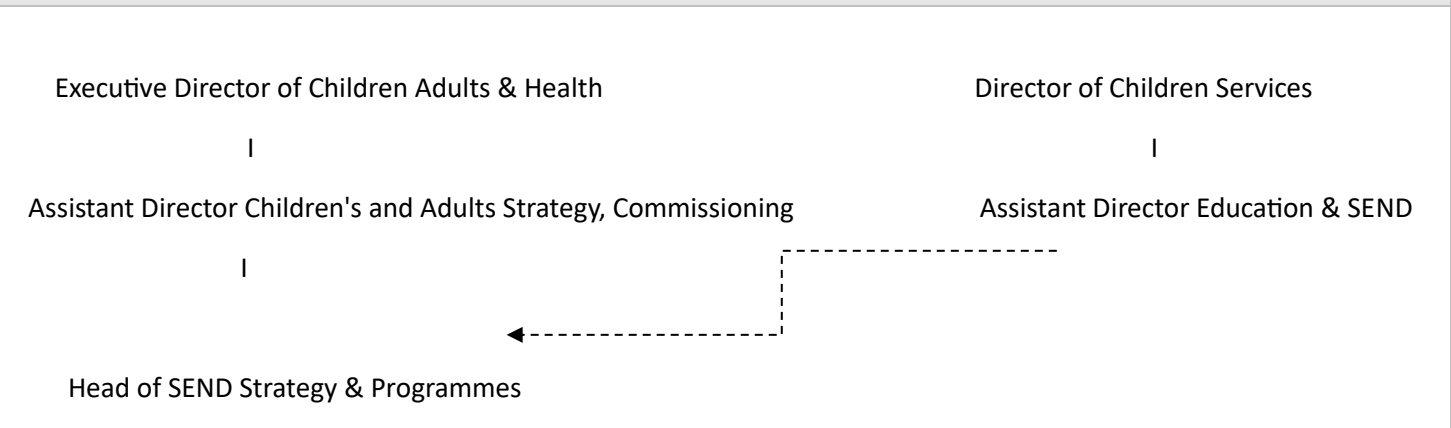
The Head of Service will lead on the development and implementation of the SEND Transformation programme including Customer and Change strategies for the organisation. To work independently and pro-actively leading on the delivery of key programme objectives, managing key stakeholders and delivering high quality outputs and outcomes.

The post holder will take accountability for

- Delivering our ambitious Special Educational Need and Disability transformation programme, ensuring the delivery of better outcomes for people, improved value for money, and a sustainable high quality education system
- Delivering and implementing strategic plans and transformative changes to SEND stemming from Central Governments Safety Valve programme, local initiatives and new ways of working.

- Accountability for the development of the SEND partnership, including the development of the partnership strategic direction and vision, financial business case for improvement and longer-term sustainability, as well as working with SEND stakeholders in identifying and overcoming barriers to a strong SEND area partnership.
- The development and implementation of a co-production strategy for Special Educational Need and Disability
- Leading on the strategic development of a suite of SEND policies and procedures for Children’s Services, working with the whole department to keep these current and oversee implementation. Working with corporate colleagues around how these policies relate to and align with the council plan and other council polices, as well as national social care policy.

Organisation Chart



Main Accountabilities of the Role

1.	To support the Assistant Director(s) in the leadership and management of a wide-ranging programme of transformation and service improvement with responsibility for the development and delivery of the SEND agenda.
2.	To act as the strategic lead in the assessment, design, testing, implementation, and sustainability of a wide range of transformation and innovation projects and activities within the Directorate to ensure that all projects are delivered effectively in line with the project methodology and approach most suitable to meet the needs of the directorate, ensuring a flexible and adaptive way of working.
3.	To provide expert advice, guidance, and management to support the delivery of the SEND programme, ensuring that all activities are run effectively and in line with professional standards of programme and change management. Working with colleagues from our corporate transformation team to ensure appropriate governance and assurance is maintained across the programme.
4.	To develop and maintain positive relationships with families, education providers, social care, ICS and council staff, carers and advocates and elected Members.

5.	To lead a service to provide capacity to the directorate to effectively manage the directorate's key strategic responsibilities for delivering the SEND transformation programme, its related periodic reporting to be submitted and presented to the central government and local governing bodies and its effective internal communications.
6.	To plan, direct and control allocated project resources in order to ensure that designated projects continue to deliver flexible and effective services and to sustain a team and working environment capable of meeting the project objectives.
7.	To be accountable for the tracking of Programme level related risks across the SEND transformation programme with appropriate escalation and facilitation of risk and assurance sessions with senior leaders to understand potential issues, seek mitigations and provide successful delivery of services.
8.	To provide robust cost management for the Council including the delivery of cashable savings and efficiencies to enable the Council to achieve budgetary targets on external expenditure.
9.	To drive change throughout the Service, encompassing workforce development principles and integration strategy underpinned by regional and local policy.
10.	To provide strategic leadership for continuous service improvement that embraces corporate priorities and initiatives, including through the professional development of teams and staff.

Additional Corporate Responsibilities

1	High Support, High Challenge: To ensure that you bring forward your good ideas, to challenge areas where the Council can improve, and to contribute to the Council's ongoing success
2	Behaviour: Works within the Council's "competency framework" and adheres to the Code of Conduct and the Council's Constitution.
3	Health and Safety: Take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work; and co-operate with the Council to enable the Council to perform or comply with its duties under statutory health and safety provisions.
4	Equal Opportunities: To take positive action to ensure a thorough understanding of and positive commitment to equality in both service delivery and employment practices.
5	Safeguarding responsibilities: At all times to demonstrate and positively reinforce our commitment to safeguarding and promoting the welfare of children and vulnerable adults.

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<u>Person Specification</u>		
A focus on qualifications, skills, knowledge and experience an individual will require to successfully undertake the role.		
Qualifications	Essential	Desirable
	Minimum of 2 years Project Management experience with evidence of successful delivery Trained in PRINCE II and / or equivalent project management methodology Educated to degree level (or be able to demonstrate equivalent knowledge, skills and aptitude)	Relevant Programme and Project Management qualification or skills and experience within SEND (MSP or similar).
Technical Skills	Essential	Desirable
	Significant understanding and experience in methods and approaches around improving SEND Services Significant understanding of the political landscape, legislative frameworks, and regional and national drivers in SEND and more broadly Education and Children’s Services Good facilitation and communication skills Ability to work on own initiative, solve problems and take decisions to secure required results Demonstrable ability and organisation skills to prioritise project activity Ability to produce clear and structured documentation and reporting Demonstrable ability to analyse complex information from a range of sources Ability to keep calm under pressure Experience of using Microsoft including Sharepoint & Teams, Word, Excel, MS Project, PowerPoint	
Knowledge / Experience	Essential	Desirable

Private: Information that contains a small amount of sensitive data which is essential to communicate with an individual but doesn’t require to be sent via secure methods.

	Experience of successfully leading a team or service through Change and Transition projects	
	Experience of effective partnership working and stakeholder management, to obtain desired outcomes for customers	