

Job Description

Department:	Children's Services
Division/Section:	Education
Job Title:	SEND Self Evaluation and Inspection Lead
Post No:	
Grade:	
Reports to:	Service Director – Education
Organisation Chart: Show immediate manager and any jobs reporting to this post.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Service Director - Education</div> <div style="text-align: center; margin: 5px 0;"> </div> <div style="border: 1px solid black; padding: 5px; text-align: center;">SEND SEF & Inspection Lead</div>
DBS Check applicable?	Basic <input type="checkbox"/> Standard <input checked="" type="checkbox"/> Enhanced <input type="checkbox"/> None <input type="checkbox"/>
	Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Line Management responsibility for:	No. of direct reports: 0 No. of indirect reports: 0
Size of budget:	0
Job Purpose:	The postholder works across the Peterborough SEND partnership that includes the Council, Integrated Care System (Integrated Care Board and NHS Provider Trusts), leading on the strategic and operational development of the SEND Self Evaluation Framework (SEF), preparation for SEND Ofsted/CQC inspections, engagement meetings and associated thematic inspections, DfE and NHS England engagement and review meetings, any SEND Local Government Association (LGA) or Association of Directors of Children's Services (ADCS) peer reviews. The focus will be on evidencing the voice of children, families and carers, positive impact on the lives of residents, providing timely and effective services that evidence high quality

	<p>and transformation.</p> <p>The postholder has a key role in project and service development work supporting transformation, savings programme, performance improvement, CQC and Ofsted assurance processes. The postholder will work across all SEND client groups and stakeholders.</p> <p>The postholder will have a key role in the development of working relationships with children and family representative groups, the voluntary and community sector and public sector partners that support SEND children and their families. This will include work linked to, for example: schools, health, early years settings and child minders, housing, transport, health, post 16 education, skills, community and employment opportunities.</p> <p>The post holder will support the Director of Children's Services, the Service Director of Education and the Head of SEND and Inclusion in delivering high quality SEF and systems and evidence that supports the achievement of outstanding inspection and review results.</p>
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Main Duties and Responsibilities:

To work with the Director for Children's Services, the director of education and the Head of SEND and Inclusion, Lead and Support cabinet members, Senior leaders in the Integrated Care Board, NHS Provider Trusts, Chief Executive Officers of Multi Academy Trusts, Headteachers, leaders of not-for-profit organisations and other partners, children and young people:

- Act as the key contact and lead for the Council with partners, particularly the Integrated Children's Board (ICB) in relation to inspection and improvement activity
- To lead on development and updating of SEND Self Evaluation Framework (SEF)s for the Peterborough area i.e., across the Council, ICB and other partners.
- To lead on the preparation for SEND inspection, annual engagement meetings, thematic reviews undertaken by Ofsted and the CQC; LGA peer reviews and any other review and improvement work including ADCS, DfE/NHS England engagement meetings.
- To establish and maintain systems to provide key information that will be submitted to inspection teams, including establishing and maintaining processes to keep information up to date, working with the DCS, Service Directors, Heads of Service, ICB and NHS provider colleagues, Family Voice, and partners (including Annex A information)
- To develop, oversee and support regular preparation meetings throughout the year that involve all partners in Peterborough so that Peterborough is in the best place to respond to inspections and reviews.
- To act as the local area nominated officer for Peterborough in inspection, working directly with Ofsted and the CQC
- To lead the action plan and response following inspection and development work
- To work with the DCS, service director for education and Head of SEND and Inclusion to develop and put in place a SEND Strategy for Peterborough and associated action plans. This will include the engagement of SEND children and families with lived experience in the evaluation of local services and plans.
- To develop and support the Peterborough SEND Executive Board (a whole Peterborough Board made up of the most senior public sector leaders for SEND) and associated governance groups, including the development of performance score cards, risk management scorecards, enabling any workshops and engagement activities, including with children and young people, families/carers, partners e.g. schools to provide excellent leadership and governance for SEND across Peterborough
- To work with the Director for Children's Services, lead and support Cabinet members, senior managers across the Council, Executive leads in the Integrated Care Board, senior leaders in NHS provider organisations, Families First, early years settings, schools and Academy Trusts to establish and maintain strong organisational relationships that drive improvement through the SEF and action plan and SEND Strategy
- Prepare and present reports and presentations to stakeholders including elected members.
- Undertake risk management and contingency planning, compliance with relevant constitutional and government requirements.
- The postholder will be required to fully understand the national SEND Inclusion and Alternative Provision agenda issues and identify appropriate partners to work with.
- To research best practice and work with partners to put strategies and plans together to reflect this.
- To act as the Council's representative on any relevant ADCS regional networks focused on SEND inspection and improvement, ensuring that the Council is promoted in a positive light and is able to maximise the benefits of any regional learning in relation to strategy, inspection and review.
- The work necessarily involves close working with performance functions, ICT (including enabling effective casework and performance systems and storage of evidence) as well as direct work with children and family organisations, service areas, partners, settings and schools.

Generic Responsibilities:	<p>To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health & Safety at work requirements as laid down by the employer.</p> <p>The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.</p>
Flexibility Clause:	Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.
Variation Clause:	<p>This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.</p>

DATE:

COMPLETED BY:

Version: 2	Date Issued: February 2023	Review Date: February 2024
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Person Specification

JOB TITLE: SEND Self Evaluation and Inspection
Lead

POST NO:

GRADE:

DEPARTMENT:

HOURS

DIVISION:

DIRECTOR:

DATE:

COMPLETED BY:

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<ul style="list-style-type: none"> In depth experience and knowledge of appropriate legislation, regulations, policies and procedures relating to Ofsted/CQC inspection frameworks for Children's Services and SEND – and an ability to apply these to the Peterborough context. 	<ul style="list-style-type: none"> A detailed working knowledge of DfE, Local Government Association and Association of Directors of Children's Services sector led improvement work and how this can be maximised for Children's Services and SEND – and an ability to apply these to the Peterborough context.
SKILLS & ABILITIES	<ul style="list-style-type: none"> Ability to plan and organise, and prioritise workload, to ensure that deadlines and agreed targets are met. Sound diplomacy skills Excellent oral, written and presentation skills (this should include an ability to gain the confidence of public and private sector organisations, partners, councillors and the public) Ability to both work within and manage change. Ability to challenge, manage conflict confidently and negotiate Ability to present clearly and concisely. Ability to understand complexity and make it simple for others. Ability to understand and recognise different perspectives. Able to work with a variety of people with different skills and from different 	

	<p>organisations.</p> <ul style="list-style-type: none"> • Logical reasoning and good analytical skills. • Ability to adapt and willingness to get involved in a variety of activities. • Ability to work on own initiatives and ensure that service objectives are achieved. • Commitment to continuous service development • Able to create documents, reports, PowerPoints to a high standard. • Able to provide clear, concise analysis and documentation where impact from activity is always evident to reflect the work taking place in Peterborough. • Able to provide high quality work within conflicting deadlines. 	
EXPERIENCE	<ul style="list-style-type: none"> • Project management experience • Experience of organising and leading agendas, meetings, workshops • Experience of using a variety of software to support this work. 	
QUALIFICATIONS	<ul style="list-style-type: none"> • Degree with 3 years' experience or equivalent qualification 	<ul style="list-style-type: none"> • Management/ project management related qualification
PERSONAL CIRCUMSTANCES	Able to work in Peterborough, attend meetings including with children and young people and families that suit them. Ability to work flexibly.	
EQUALITY	Candidates must demonstrate understanding of acceptance and commitment to the principals underlying equal opportunities. (A & I)	
CUSTOMER CARE	Knowledge and understanding of effective customer care (A & I)	

[At the end of each criteria the following codes are used to indicate how the criteria will be assessed:
(AI) Application / Interview, (P) Presentation, (W) Written Test.]