

## JOB DESCRIPTION

<b>Job Title:</b>	<b>SEND Improvement Manager</b>		
<b>Directorate:</b>	<b>People</b>	<b>Salary:</b>	£61,091 - £66,644 plus London weighting £729
<b>Section:</b>	<b>Education &amp; Learning</b>	<b>Grade:</b>	<b>BG-C SCP 49-54</b>
<b>Location:</b>	<b>Time Square</b>	<b>Work Style:</b>	<b>Hybrid</b>

### Key Objectives of the role

- Lead the delivery of the local area SEND improvement activity in response to Ofsted and CQC inspection outcomes, ensuring sustained and measurable improvements in outcomes for children and young people with SEND.
- Act as the council's technical lead for SEND improvement, providing expert guidance and challenge to partners across education, health and social care.
- Drive operational and cultural change across the local area partnership, ensuring that improvement activity is embedded and aligned with strategic priorities.
- Represent the council and Integrated Care Board (ICB) in high-profile external forums, including with the Department for Education (DfE), NHS England, and regulatory bodies.

### Designation of post and position within departmental structure

- Reports to: Executive Director, People
- Works closely with: Assistant Director, Education and Learning, Assistant Director, Commissioning, Assistant Director, Corporate Improvement and Innovation, Project Managers, Heads of Service, and senior leaders across the Integrated Care Board (ICB) and Berkshire Healthcare Foundation Trust (BHFT).

## Daily and monthly responsibilities

- Lead the implementation of the SEND improvement plan, ensuring delivery of key actions to time, quality and impact.
- Provide expert SEND advice to programme and project teams, ensuring that improvement activity is technically sound and aligned with statutory duties.
- Coordinate and direct the work of multi-disciplinary teams across the partnership, including through subgroups, workshops and operational delivery forums.
- Identify and address barriers to progress, managing resistance and enabling change through influence, coaching and collaboration.
- Produce high-quality reports and briefings for senior leaders, elected members, and national regulators, using data and feedback to evidence progress.
- Ensure that families, children and young people are meaningfully engaged in the improvement journey, and that their voices shape service design and delivery.
- Maintain a robust audit trail of improvement activity, supporting external scrutiny and internal assurance.
- Champion good practice and facilitate shared learning across the partnership.

## Scope of role

- Operates at a strategic and operational level across the local area SEND partnership.
- Responsible for delivering a high-profile, politically sensitive improvement programme with significant implications for statutory compliance, public trust and lived experience.
- Influences senior leaders and professionals across multiple organisations without formal line management authority.
- Acts as the local area partnership's lead officer for SEND improvement delivery, with visibility and accountability at corporate and political levels.

Commitment to the Council's Equal Opportunities policy at all times

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only

## PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Skills and qualifications</b>	<p>Degree or equivalent experience in a relevant field (e.g. education, health, social care, public administration).</p> <p>Extensive knowledge and experience in the SEND system, including statutory responsibilities under the Children and Families Act 2014 and the SEND Code of Practice.</p>	<p>Qualified Teacher Status (QTS), HCPC registration, or equivalent professional accreditation.</p>
<b>Competence Summary</b> (Knowledge, abilities, skills, experience)	<p>Deep understanding of the SEND inspection framework and improvement expectations.</p> <p>Proven experience of leading improvement or change in a multi-agency SEND context.</p> <p>Ability to provide technical guidance on SEND practice and policy.</p> <p>Strong influencing and relationship-building skills across organisational boundaries.</p> <p>Experience of working in politically led environments and engaging with elected members.</p> <p>Excellent written and verbal communication skills, including report writing for senior audiences.</p> <p>Ability to analyse and interpret data to inform decision-making.</p> <p>Experience of engaging with children, young people and families to inform service improvement.</p> <p>Collaborative, resilient and solution-focused approach.</p> <p>Demonstrates political awareness and sensitivity in complex environments.</p>	<p>Experience of contributing to regulatory inspections or improvement monitoring.</p> <p>Knowledge of governance and accountability arrangements in local authorities and ICBs.</p> <p>Experience of working with or alongside programme and project management teams.</p>
<b>Work-related Personal Requirements</b>	<p>Commitment to promoting equality, diversity and inclusion.</p>	

	<p>Ability to meet the travel and mobility requirements of the post (with or without reasonable adjustments).</p> <p>Evidence of continuing professional development.</p>
<b>Other Work Requirements</b>	<p>A satisfactory enhanced Disclosure and Barring Service check</p> <p>This role has been identified as public facing in according with Part 7 of the Immigration Act 2016: the requirement to fulfil all spoken aspects of the role with confidence in English applies.</p> <p>Willingness to work flexibly, including occasional evenings and weekends.</p>
<b>Role models and demonstrates the Council's values and behaviours</b>	<p>Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.</p> <p>We make our values real by demonstrating them in how we behave every day.</p>

**All staff should hold a duty and commitment to observing the Council's Equality & Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.**

