



Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
Job Title	Head of Education Belonging
Job Reference	706655
Service	Children's Services
Team	Education and SEND
Location	Shute End
Reports to	Service Director, Education and SEND
Responsible for	A range of services to deliver education partnership for excellence in belonging and attainment
Grade	Soulbury SE31-SE34
Contract Type	Permanent, full time
Hours	37

Main Accountabilities	
1	Lead the Council's statutory functions that relate to schools causing concern, Adult Education, Governor Support & education of vulnerable and disadvantaged children in all phases of the school system.
2	Oversee local authority arrangements to support school inclusion strategy and practice with expertise gained in successful leadership and teaching practice at schools.1
3	Oversee the cross-cutting work to provide school-facing SEND leadership support and SEND SEF and to deliver effective support for PRU and its remodelling/reform, schools with internal APs, SEND and resources units.
4	Ensure rapid and decisive action in relation to poorly performing maintained schools & education settings in line with statutory duties.





	This includes using intervention powers to remove school leaders, governing bodies and financial control where required.
5	Lead, model & oversee partnership working arrangements with all schools & education settings to improve outcomes for disadvantaged and vulnerable children in line with statutory duties and Wokingham Borough's priorities. This includes facilitating, influencing and supporting Wokingham Borough Education Partnership, Family of LA Schools initiative, and school-led peer to peer support and challenge for education inclusion and belonging, securing an appropriate curriculum to meet the needs of disadvantaged groups, children entitled to free school meals, children with SEND, children looked after and to support schools to find good alternative to exclusion.
6	Works to ensure schools and other settings delivery excellent education outcomes, in particular of those with SEND or disadvantages backgrounds, through education and inclusion partnership
7.	Ensures co-ordination and a coherent offer of practical inclusion support is available to all schools and SEND/Incluision units, which include, support for SENCOs, and schools' work for a good attendance and exclusion prevention
8	Ensures a framework exists for a high support of the focus strategy for a Family of Schools collaboration for better education outcomes for children through ' <i>high challenge for our children</i> ' framework exist between the Education Belonging Service and each school/setting in Wokingham
9.	Ensure a strategy exists for ' SEND support in school, thriving attendance, resource base maximisation, school place funding, banding top up negotiation etc. special and non-special
10	In collaboration with other Heads of Service in Education and SEND and other Head of Service Helping Early, Community & Prevention ensure the implementation of 'Helping Early' and Families first Reforms in Schools
11.	Undertake statutory responsibilities in relation to staffing, governance & health & safety in Local Authority maintained schools. This includes ensuring appropriate response to health and safety audits, and the appointment of headteachers and governors in maintained schools.
12.	Oversee arrangements to secure robust safeguarding practice in schools in line with statutory duties & promote the interests of children, young people, and their families in line with statutory requirements.
13.	Plan, monitor & manage the budget and resources of the service area & support the statutory Schools Forum to maintain a scheme for financing schools.





14.	Oversee the delivery of adult and community education and NEET tracking service to maximise reach to targeted individuals and groups including those who are disadvantaged.
15.	Ensure effective strategic communications with schools and whole system engagement in critical incident planning.

Person Specification	Essential	Desirable
Education/Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status • Graduate • Evidence of advanced study relevant to the post • Current driving license 	<ul style="list-style-type: none"> • Recent experience of MAT/school leadership or LA Head of Service in similar school improvement and inclusion remits • HMI
Experience	<ul style="list-style-type: none"> • Experience of educational leadership with regard to one or more of: School leadership, School Place Planning, Admissions, School Improvement, Virtual School. • Challenging individual and service underperformance to achieve improved outcomes for children. • Leading & delivering complex projects. • Delivering effective professional development. • Effectively managing budgets in the face of pressures. • Using & developing evidence-based practice. 	<ul style="list-style-type: none"> • Current or recent experience as HMI, Headteacher or MAT Leader/Director
Skills/Knowledge	<ul style="list-style-type: none"> • Professional & personal resilience to manage complex services facing significant 	





	<p>service improvement and financial pressures.</p> <ul style="list-style-type: none">• Ability to lead services and partnerships, individually and together, to ensure high standards of delivery and positive impact for children.• Ability to manage, interpret & use complex data to predict need, challenge performance & drive continuous improvement.• Ability to ensure compliance with legislation & regulatory requirements relevant to the role.• Financial acumen• Written and oral competence• Ability to produce & deliver an annual business plan.• Politically astute.• Ability to work in partnership & collaboration to build consensus and shared commitment.• Effective communication with diverse stakeholders.• Ability to think strategically and provide clarity to others.• Effective interpersonal skills.	
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	<ul style="list-style-type: none"> • Ability to initiate, work at pace and deliver outcomes in line with deadlines. 	
Behaviours/Attributes	<ul style="list-style-type: none"> • Ability to provide the Council's leadership & elected members with informed, timely, coherent and accurate information & advice. 	<ul style="list-style-type: none"> • Experience of working effectively with Lead & Elected Members • Experience of supporting & serving multi-agency partnerships

Purpose Details	
Service Purpose	To work across services, agencies and schools promoting, building and delivering a stronger education partnership for educational belonging/inclusion, excellence and positive achievement outcomes for children, young people & families in Wokingham.
Role Purpose	<p>To promote the interests of children, young people and their families, by ensuring strong strategic leadership of the Council's statutory functions that relate to education partnership for educational belonging/inclusion, excellence and positive achievement outcomes for children, young people & families in Wokingham.</p> <p>These statutory functions carry major financial, political and regulatory risk for the Council and require strong strategic management. For example, ensuring an inclusive education system in the borough. Any failure to fulfil statutory duties is a risk for OFSTED inspection, reputation damage and added financial burden.</p> <p>To ensure strong partnership working with all schools & education settings supporting them to deliver inclusive and high-quality education for all children in line with statutory duties, especially those who are disadvantaged or vulnerable with SEND, in care or with care experience, as well as those from certain ethnic and cultural backgrounds who do not benefit fully from education.</p> <p>To drive integrated working across education services, the council & partners, for example to remove barriers to children's learning as soon as they are identified (Graduated Response) to manage demand, reduce costs & maximise organisational capacity.</p> <p>To routinely monitor performance through the Education performance dashboard & identify and address service weaknesses. This includes</p>





	ensuring robust self-evaluation in preparation for inspection and prompt response to any improvements identified by external regulators.
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Supervision and Relationships

Supervision Received	General guidance provided by the Service Director for Education and SEND.
Supervision Given	See the attached.
Contacts	<ul style="list-style-type: none">• All staff within Children’s Services• Staff & Governors in schools and educational settings• Early Years settings• Social Care & Health services• Voluntary & Community Services• Relevant professional bodies• Elected Members• DfE• Schools Funding Agency• OFSTED

Resources/Budget Management

Responsible for overall Staffing Budget: £1,288,765 Total: £5,788,765 (including grants)

Special Requirements

DBS Check required. The post holder is required to travel regularly to sites within the borough for meetings with Head teachers, teachers and governors. There is an occasional requirement to attend evening meetings, which include consultation meetings, training sessions and governors’ meetings. There is in addition the occasional need to attend national seminars and conferences
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Occupational Health Risk Assessment	Details
Skin/Respiratory Sensitisers	N
Working at Height	N
Exposure to Noise (>80-85dB)	N
Confined Spaces	N
Frequent Display Screen Equipment Use	Y
Driving for Work	Y
Hand Arm Vibration	N
Lone Working	N
Healthcare/Social Contact with Patients	N
Blood Borne Viruses Exposure	N
Food Handling	N
Working with Animals	N
Specialised Medical Screening	N
Night Working	N
Safety Critical Work	N

Nature of the Role	Details
Healthcare or Hospital Work	N
Working with Children (under 18)	Y
Working with Elderly/Vulnerable Adults	N
Work Environment Details	

Role Involvement	Details
Working with Children	Y
Working with Vulnerable Adults	N
Both of the Above	N
Providing Care/Supervision for Children	N





Providing Care/Supervision for Vulnerable Adults	N
Both of the Above	N
None of the Above	N

Disclosure and Barring Service (DBS)		Details
DBS Requirement		Enhanced
Eligibility Tool		Find out which DBS check is right for your employee - GOV.UK (Find out which DBS check is right for your employee - GOV.UK)

Re-checks
<Details of required regular checks in line with regulations.>

Evaluation Declaration	
Date of Evaluation:	<DD/MM/YYYY>
Evaluated by:	<Name, job title>





Line management structure:

