

Job Title: <b>Director of Learning and Inclusion</b>		Job No: <b>D1002</b>
Department/Division: <b>Education and Children's Services</b>	Service: <b>Learning and Inclusion Services</b>	
Team/Section:	Responsible to: <b>Strategic Director, Children's Services</b>	

### Overall Purpose of Role:

To lead the Learning and Inclusion Department, providing ambitious strategic leadership and direction with a focus on those functions that support high quality learning experiences and outcomes for children and young people.

To lead change, developing and managing the delivery of the LAs statutory responsibilities in relation to education, such as school improvement and school place planning.

To lead the strategic development and implementation of SEND services and provision.

To lead the work around improving the educational outcomes for vulnerable learners, promoting inclusion and strong integrated working across education, health and social care.

To promote and safeguard the welfare of vulnerable children and young people in settings and schools, working closely with the Director of Social Care and Early Help, working collaborative with partners, playing a key role on strategic Boards as an advocate for children, young people and families.

### Main Duties/Key Tasks

#### Strategic Management

- (a) Develop sector-led support which harnesses the expertise of national and local leaders of education and quality assures the support to schools.
- (b) Ensure appropriate strategies and support to enable children and young people with SEND and other vulnerable pupils to achieve their potential, living an ordinary life and fulfilling their life aspirations.
- (c) Ensure the delivery of pupil place planning and strategic capital strategy and securing sufficiency of high quality provision for children and young people.
- (d) Ensure that all education functions are carried out in a way which supports a culture committed to school autonomy and self-evaluation, and which combines raising standards and inclusion.
- (e) Ensure that high standards are maintained in strategic planning, operational and performance management in the Learning and Inclusion Department.
- (f) Ensure that a substantial contribution is made to the strategic leadership and management of Education and Children Services through its senior leadership team.
- (g) Contribute specialist knowledge, skills and expertise to the Leicester Education Strategic Partnership, the Leicester's Safeguarding Children's Board and other relevant partnerships.
- (h) Ensure that staff within the service group work collaboratively with colleagues across the Directorate, City Council and partner agencies and with external organisations (e.g. academies, colleges and free schools) to ensure a shared commitment to improving outcomes for children and young people in the city
- (i) Lead on services and strategies to support SEND and other vulnerable pupils.

(j) Ensure that appropriate education links are made to key strategic boards e.g. Leicester Education Strategic Partnership, Leicester’s Safeguarding Children’s Board, and Children’s Trust.

**Operational Management**

(a) Ensure appropriate input to the quality of education provision commissioned by the Local Authority in all sectors.

(b) Provide an effective school improvement service which supports, challenges and where necessary, intervenes in schools to promote high standards. Develop the service in response to changing legislative requirements and funding.

(c) Support and challenge schools in improving school standards and in developing effective support systems. Ensure that schools and early years settings have ambitious targets and plan for improvement.

(d) Ensure that children in special educational needs and alternative education provision receive high quality education which meets statutory requirements.

(e) Ensure that there are effective processes and procedures to identify and protect children missing education.

(f) Ensure that there is effective collaboration for vulnerable groups of children and young people, including those with Special Educational Needs and Looked After Children, receive high quality education to secure good outcomes, liaising with other parts of the Directorate.

(g) Ensure sufficient high quality provision in schools and other settings for the needs of children and young people in the City.

**Communications**

(a) Develop and effective performance management system across the Department.

(b) Ensure that the Strategic Director and Elected Members receive well-evidenced advice about the effectiveness of SEND and AP services, schools, early years provision and Adult Learning Services on a regular basis.

(c) Ensure that the performance of schools and early years provision is regularly monitored and informs targeted intervention when necessary.

(d) Ensure the identification and dissemination of best practice within and across schools and early years provision and encourage liaison between schools and the wider educational community.

(e) Ensure communication across the Directorate regarding safeguarding practices in education.

**Systems and Information**

(a) Ensure that monitoring information on standards and the quality of education, leadership and management of schools and Adult Learning is systematically reviewed and acted upon to minimise the risk of falling into an Ofsted category.

(b) Ensure the service has systems in place to provide effective monitoring, challenge and support to all schools, early years provision and the Adult Learning Services.

**Safeguarding and Promoting the welfare of the child**

a) Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with.

b) Ensure that appropriate strategic links are made with LSCB and the Director of CSC&EH.
c) Ensure all services in the service group develop a successful inclusive approach to all learners to secure outcomes.
<b>Data Protection</b>
Comply with the City council's policies on and ensure processes are in place in the service to comply with the city council's policies and supporting documentation in relation to information governance, including data protection, information security and confidentiality.
<b>Health and Safety</b>
(a) Be aware of and implement your health and safety responsibilities as an employee and, where appropriate, any additional specialist and managerial health and safety responsibilities.
(b) Work with colleagues and others to maintain health, safety and welfare within the working environment.
<b>Equalities</b>
Ensure services are developed and delivered in accordance with the aims of the Equality Policy Statement in response to the needs and aspirations of service users.
<b>Responsibilities &amp; Objectives:</b>
a) To provide strategic leadership and direction to the strategies and functions which support high quality learning experiences and outcomes for children, young people and adults.
b) To work collaboratively with partners and other agencies and take corporate responsibility as a member of the Directorate Leadership Team.
c) To lead, develop and manage the delivery of the LA's school improvement strategy and to discharge the LA's statutory responsibilities in respect of standards and improvement in schools, admissions, alternative education and early years provision.
d) To lead the SEND implementation, promoting inclusion and strong integrated working across education, health and social care.
e) To promote and safeguard the welfare of vulnerable children and young people in settings and schools, working closely with the Director of Children's Social Care and Early Help.
<b>Resource, People and Performance Management</b>
(a) Lead and manage the service, providing support and challenge for staff.
(b) Ensure that budgets are managed effectively and with appropriate forward planning for changes in income streams.
(c) Ensure the budgets for the traded services are managed effectively.
(d) Undertake line management and performance management of the Senior Leadership Team of the Service.
(e) Ensure effective commissioning of support from high quality providers which improves attainment and achievement, closes the attainment gap and secures the quality of provision for all children and young people
Must follow, implement and promote the council's policies and procedures relating to all areas of employment and service delivery.
Able to deal with people professionally at all levels and from a variety of backgrounds.

Able to recognise and deal with discrimination in its many forms and willing to actively put the council's equality policies into practice.

Is this post classified as “politically restricted”, because the post holder is required to advise the council and its committees or communicates with the media on behalf of the council?	Yes
Is this post subject to exemption from The Rehabilitation of Offenders Act 1974?	Yes