

JM4 Inclusion and Post 16 Participation Manager

JOB FAMILIES ~ Personal Support

Level descriptor – Level JM4

Role purpose:

Responsible for providing inspirational and effective leadership to the: Inclusion and Post 16 Participation Teams. To ensure service delivery through self and others, developing service business plans, recommending changes in the strategic direction of the service areas that contribute to service improvements and leading on NEET Ofsted Inspections.

Working with the Head of Service, strategic leadership for the Inclusion and Post 16 Participation teams supporting children, families and education professionals involving future planning and capacity development for early intervention; Elective Home Education; Children Missing Education; medical tuition and students at risk of suspension and those permanently excluded, the attainment and achievement of Gypsy, Roma and Traveller children. Early intervention and preventative work will contribute to improving poor school attendance, families not in work, poor physical and mental health, domestic abuse, criminal or anti-social behaviour, and children & young people who need help. Leading on all aspects of child licensing activities for North Somerset, which include child performance licensing, child employment licensing and licensing for chaperones. Acting as the Licensing Officer for North Somerset Council. Providing leadership and oversight of the Council's enforcement activities with regards to school attendance. Acting as the Penalty Notice officer for North Somerset Council. Leading on the Raising of the Participation Age (RPA) and ensuring that the Council meets its statutory duties to track the participation of all young people in North Somerset who meet this duty. Ensure all statutory returns are made to the DFE and acting as the champion in areas of Post 16 education.

Operational leadership and management of the: NEET (Not in Education, Employment and Training) Team; Education Welfare Service; and Elective Home Education team.

Post holders are expected to make decisions using skills that have been gained through relevant academic or professional qualifications and practical experience. Having the oversight of areas such as fixed penalty notices for non-attendance, acting as the champion in areas of CME, EHE, attendance, inclusion and exclusions. Providing operational support and management of the Inclusion Panels through input into policy and protocols for panel. Ensuring that the Council is up to date in policies areas such as CME, EHE, Exclusions, Managed Moves, access to Medical tuition, providing specialist knowledge and input into writing policies. Ensuring that information for the public is accessible and up to date in all areas.

The post holder will directly supervise staff and provide overall leadership for a larger team with responsibility for all services that take place under the Inclusion and Post 16 and Participation remit. The postholder will work alongside the senior practitioners for the area as well as the Head of Service to plan, develop and shape service and monitor outcomes. The Post holder will be managed by the Head of Inclusion Service

Typical activities	Knowledge, skills & experience
<p>Lead and manage a multi-disciplinary team through a whole system approach to deliver integrated services to children and their families with a focus on school age children and NEET young people up to the age of 18 years ensuring the Council discharges its statutory obligations.</p> <p>Develop and deliver new ways of working and quality initiatives within the DfE guidelines relating to school attendance and inclusion and reducing NEET (16-18 years) and the Ofsted Inspection of Local Authority Children's Services Framework</p> <p>Ensure high standards in working with children & families are met through quality assuring the completion of Self Evaluation Frameworks (SEF's) and team plans to improve outcomes for children and their families.</p> <p>Representing the Local Authority's Inclusion and Participation Teams on the Inclusion Panels and having a lead responsibility on developing working practices around the Inclusion Panel</p> <p>Lead the data capture requirements and analysis of children missing education and those involved in Elective Home Education</p>	<p>Level 6 or Degree level qualification plus an approved postgraduate professional qualification relevant to the area of work or equivalent. Or able to demonstrate ability to work at this level.</p> <p>Practical experience of working with service user groups giving rise to a variety of technical skills and thorough understanding of the principles of the services available, work practices and processes.</p> <p>Significant experience of working with school age children and young people and their families in individual and group settings. Thorough understanding of the principles of inclusion; school attendance and family support services and associated legal responsibilities, work practices and processes.</p> <p>Knowledge and understanding of safeguarding protocols and the threshold levels for service user groups to make decisions about service needs.</p> <p>Ability to engage with service users and partner agencies within the relevant codes of practice values (dignity, respect etc).</p>

<p>Planning, financial management and review of effective multi-disciplinary teams ensuring that assessed priorities are met within the resources available.</p> <p>Ensuring adherence to safeguarding protocols that include safer recruitment, case management, observations, auditing, staff supervision, information sharing, coaching and mentoring.</p> <p>Manage and review contracts or funding streams for commissioning services in support of identified service provision e.g. Education Welfare Services from Somerset County Council; alternative provision to support the Inclusion Panel's decisions</p> <p>Contribute towards the development of North Somerset's Inclusion agenda working alongside other professionals and groups.</p> <p>Give advice to others involved in direct service delivery, including fellow professionals and team members and develop service improvements within the Team Plan.</p> <p>Establish and maintain motivated teams, including responsibility for performance management, ongoing professional development, recruitment and retention.</p> <p>Involvement in networks to disseminate effective practice and contribute to working groups to inform North Somerset strategic planning to support education inclusion, the reduction of students classified as NEET and capacity building</p> <p>Responsible for managing the complaints and Freedom of Information requests related to Inclusion and Participation</p>	<p>Significant direct experience of managing a team that works with children & young people and supervision of complex and challenging areas of the service, such as children in need, child protection, family support and SEND.</p> <p>Experience in service development and embedding improvements into work methodologies and evaluating their impact.</p> <p>Experience of developing and leading a staff team, including a robust performance management framework.</p> <p>Ability to supervise others around safe and quality case supervision. To lead on team performance management issues.</p> <p>Practical experience in service delivery and in leading and managing others to deliver the service.</p> <p>Knowledge and experience of managing budgets, resourcing and contracts</p> <p>Ability to draft reports for senior managers and Boards and Council Committees</p> <p>Ability to manage/organise own work and that of a team to meet agreed deadlines</p> <p>Ability to interpret complex performance data to inform service planning</p> <p>Understanding and recognition of professional boundaries</p>
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<p>Establish & maintain effective working relationships with schools and key agencies in order to develop a coordinated approach to service provision and outreach work.</p> <p>Communicate effectively with colleagues and the public, both verbally and in writing across all channels of communication (internal and external) keeping within information sharing protocols and record keeping policies.</p>	<p>Satisfactory enhanced DBS disclosure certificate (relevant applications and checks will be carried out before any job offer is confirmed).</p>
<p>Specific Areas of Responsibility</p> <p>Education, Employment and Training School Placement Support Team Prevention and Re-Engagement Team Education Welfare contacts Complaints and Freedom of Information Requests DfE Contact</p>	
<p>Performance measures</p>	<p>Competencies</p>
<p>Quantifiable objectives ~ e.g. team performance, impact evaluation of service delivery, quality of records, etc. Feedback from service users, colleagues and partner agencies Key Performance Indicators (where available) Line manager assessment 360 feedback from staff and colleagues Performance of the team</p>	<p><u>Team Working</u> ~ Develops team members and encourages and empowers others, delegates work to get the best from the team <u>Service user/ outcome focused</u> ~ sets challenging goals for self and others to achieve and improve service delivery <u>Problem solving & judgment</u> ~ facilitates others to solve problems, breaks down complex issues into manageable parts and thinks through the implications of decisions <u>Planning & Organising</u> ~ makes business plans to determine the work for self and others to meet the objectives of the service <u>Business Awareness</u> ~ Understands the contribution the service makes to the organisation and partner agencies, thinks outside own area to appreciate the aims of other services. <u>Leadership Standards</u> ~ demonstrates the behaviours set out in the council's leadership standards.</p>

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