

# Job Profile

Position Details	
Post	SEND and Alternative Provision Commissioner
Service Area	Adults and Health, Commissioning Unit, Early Help Commissioning
Reports to	Head of Strategic Commissioning: Early Help and Culture
Grade	PO8
Job Family	To be completed by HR

Role Purpose
<p>1. Lead for commissioning and quality assurance and be accountable for of all the Council's Special Educational Needs and Disability (SEND) and Alternative Provision (AP) support, placements and provision. This will also include provision provided by AP settings, Special School, resource bases, agency AP and SEN placements and LA AP and SEND support services in terms of planning, commissioning, procurement and contract management. This is relevant in order to ensure that children receive access to high quality AP and SEND education and appropriate support of the highest quality in line with Value for Money (VFM).</p>

Main Responsibilities
<ol style="list-style-type: none"> <li>1. Provide strategic leadership for the Haringey Council AP and SEND Commissioning team, so that the Local Authority's (LA) statutory AP and SEND requirements are met and to take operational management and accountability for AP and SEND across Schools and Children Services and with all AP and SEND partners across the borough. To take a lead role in the development and implementation of the Council's AP and SEND strategy, working with a wide range of partners including taking responsibility for monitoring and quality assurance of all related work.</li> <li>2. Manage and be accountable for all allocated AP and SEND budgets. This is one of the council's most high profile and most critical budgets. There will be a need to follow VFM principals and operate in line with the department's agreed saving strategy.</li> <li>3. Responsibility for the development of effective arrangements for collaborative working with Head teachers, Governors, AP lead professionals, SENCO's and colleagues.</li> <li>4. Lead on collaboration with the wider council/LA and Learning Partnership to implement the Commissioning Strategy for children and young people with AP and SEND needs and complex needs, ensuing strategic implementation plan and to ensure that commissioning decisions are supported by sound intelligence on operational activity and detailed operational assessment of priorities for implementation on service development.</li> <li>5. Strategically lead to ensure all commissioned AP and SEND services are innovative, quality and equality driven and are: Needs led, responsive to user views, meet the standards set by the NSF, Ofsted and legislation and are VFM, efficient and accessible to all sections of the community.</li> <li>6. Manage data collection requirements and to analysing and interpreting relevant national, local and school data, alongside research and inspection evidence to inform and promote a culture of continuous improvement.</li> </ol>

7. Take lead responsibility and accountability for the LA fulfilling its statutory duties to ensuring processes and procedures are compliant within a frequently changing legislative framework in standards for AP, SEND and Education.

#### Generic Responsibilities

1. Allocate resources and control and monitor expenditure in relation to AP and SEND pupil assessments and statementing and in relation to commissioned placements.
2. Line management responsibility for all the work of the AP and SEND commissioning team which includes identifying and acting on professional development and training needs. To manage and lead on complex HR and employment issues relating to staffing in the statutory AP and SEND Commissioning Team and the services and outcomes that the post holder is accountable for.
3. Ensure that Councils policies and administration procedures comply with statutory and contractual requirements and with the AP statutory duties and SEN Code of Practice, including overseeing efficient management of the SENDIST process.
4. Lead regional and national work in AP and SEND, work with colleagues within London and Home Counties to ensure the needs of the council and children and young people in the borough are highlighted and represented.
5. Accountable for managing all AP and SEND budgets efficiently, including responsibility for the commissioning of AP and SEND education placements, planning and procurement processes, including the identification of placements and contract negotiation. To ensure that individual children and young people are placed effectively and that placements are monitored to ensure quality, value for money and good individual outcomes for pupils.
6. Accountable for the LA's performance in SEN Tribunals, leading the development and management of the LA's case, including the engagement of barristers as necessary, alongside working to prevent and reduce the need through negotiation and mediation.
7. Commission and quality assure all learning support, AP and SEND services delivered across schools and the partnership and to provide training to Head teachers, Governors, AP Lead professionals, SENCO's and LA staff in regards to SEND.
8. Work closely with schools including Head teachers, Governors, AP Lead Professionals, SENCO's and parents across the borough and all other partners to deliver our AP and SEND strategies. Also to support prevention and early intervention work and to challenge and support council staff to ensure needs of all children and young people requiring AP placements and with SEND are met.
9. Report to Head of Service, Assistant Director and other senior strategic leads as required.
10. To follow DDA and Equalities policies and ensure positive approach to these are followed through all work in the area of SEND.
11. Work closely with the colleagues to close the gap in achievement for children attending AP provision and with SEND.
12. To take overall responsibility for managing ongoing relationships with parents, schools, partners in health, social care and voluntary sector.
13. To support/ chair the In – Year Fair Access Panel (IYFAP), SEND panel and other AP and SEND placement related panels/meetings and to ensure that assessment, placement and review processes operate with due regard to the needs and aspirations of families and within identified resources. To provide training and support to all panel members.
14. To develop effective quality assurance and performance monitoring systems and to monitor and review the operation of the AP and SEND systems in the Council and the Borough and with the other commissioners. Contribute to the development of future AP and SEND policies

and ways of working and ensuring that any new requirements from DfE are implemented locally.

15. To lead, oversee and quality assure the providing of advice and guidance to staff within council and across schools on AP and SEND issues.
16. To provide advice and guidance to parents and families in the borough with children with SEND in order to ensure access to high quality SEND education and appropriate support
17. To work closely with Haringey's Education Partnership and Schools and Learning Team on all AP and SEND school improvement issues and with the DfE and Ofsted.
18. To carry out all duties in accordance with the Council's equalities policies.
19. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements.
20. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.
21. Knowledge and experience of using IT.
22. To work flexible hours including evenings and weekends when required.
23. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
<b>Qualifications</b>	
A qualification at degree level or equivalent in a relevant discipline including preferred qualification and registration with relevant professional body as appropriate and satisfactory enhanced CRB disclosure	Essential
<b>Knowledge &amp; Experience</b>	Essential
Knowledge of national policy and legislative frameworks, statutory duties in a multi-disciplinary context and understanding of the Government's change agenda.	Essential
Substantial knowledge and experience of national level AP policy and statutory duties, SEND and equality issues and service provision for SEND and disabled children and their families	Essential
Evidence of commitment to relevant updating/further development	Essential
Working knowledge of ICT and software applications	Essential
Working knowledge of health and safety issues	Essential
Extensive experience at a managerial level of senior and strategic leadership of AP and/ or SEND in a complex organisation with demonstrable success in both leadership and management of AP, SEND and multiagency services, within either an education context or social care context	Essential
Knowledge and experience of commissioning and procurement and contract management within an education or care setting	Essential
Experience of advising on policy and strategic development in a large organisation including planning at a corporate level	Essential
Proven experience of managing complex HR issues	Essential
Proven success in managing large complex budgets and associated resources and an ability to successfully plan and put in place effective monitoring and financial management systems	Essential
Demonstrable success in managing and implementing significant change within a large organisation producing positive outcomes for staff and service users	Essential

Demonstrable success in planning, implementing and monitoring service delivery to meet agreed targets, performance indicators and outcomes	Essential
Demonstrable success in creating and implementing partnership and participation, working across all agencies and with all stakeholders, in particular with children, young people and parent carers	Essential
<b>Skills &amp; Abilities</b>	Essential
Demonstrable and proven skills in negotiation, influencing, leading and managing people within a multi-professional/agency context, to achieve high standards through effective performance management	Essential
Sensitivity to the political context	Essential
Knowledge of legislation and legal frameworks for AP, SEND, health and social care relating to Alternative Provision policy and Special Educational Needs and Disability and an understanding of how to implement	Essential
A proven ability to establish effective budget monitoring and management processes and think strategically about development of the budget within a VFM framework	Essential
Strong analytical skills and an ability to use management information to determine service direction, effective targeting of resources and action responsive to need	Essential
Ability to anticipate and interpret national political and other major developments that impact on service provision, ensuring that these are planned for and contribute to the Trust's capaborough to lead from the front	Essential
Proven ability to champion the needs of children with SEND and attending Alternative Provision settings and to work with diverse and multi racial communities	Essential
High level written and verbal communication skills, including formal presentations Proven and to problem solve and meet deadlines under pressure	Essential
Proven ability to think creatively, inspire and work collaboratively with maximum flexibility	Essential
To be able to demonstrate a commitment to the principles of equalities and to be able to carry out duties in accordance with the Council's equalities policy	Essential

Main Contacts & Other Information
<p><b>Main Contacts:</b></p> <p><b>Internal Council departments:</b>  Schools and Learning  Children's Social Care &amp; Early Help  Haringey Adult Learning Service  Recreation &amp; Libraries  Public Health</p> <p><b>Others:</b>  Employment Support Providers  Voluntary Sector  Schools and Further Education Organisations  Health – CCG, Commissioned Partners  Independent and Specialist Education service Providers</p> <p><u>Other Information:</u></p> <p>This position requires the post holder to undergo an enhanced DBS (Disclosure and Barring Service) check.</p>

Organisational Structure
Please provide organisation structure chart.

## Additional Information

Please complete the additional information as fully as you can.

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
	x			
Are the staff based at the same work location?				No
Will the post holder be responsible for contract / agency / project staff?				Yes

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.

If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	Yes		Use of a computer.	Yes	
Audio typing.	No		Crisis or conflict situations.	No	
Walking more than a mile.	Yes		Manual handling.	No	
Working alone or in isolation.	No		Working in confined spaces.	No	
Driving a car, van or minibus.	No		Preparing or serving food.	No	
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.	No		Working in awkward positions, e.g. stooping, bending, reaching.	No	
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.	No		Operating heavy or hazardous machinery including forklifts, diggers or cranes.	No	
Regular and repetitive movements.	No		Working shifts / unsocial hours, nights.	Yes	
Outdoor work involving uneven surfaces.	No		Standing or sitting for prolonged periods.	no	

Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Working shifts / unsocial hours / nights.	Yes		Working at heights / on ladders, roof work.	No	
Teaching, or responsibility for, children.	No		Outdoor work involving extremes of temperature.	No	
Electrical hazards.	No		Control and restraint.	No	

<b>Resources</b> – identify & list personal and identifiable accountability for physical and financial resources including those of clients:
Laptop & mobile phone
<b>Cash/Financial Resources</b> - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:
None
<b>Plant/Equipment</b> - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:
none
<b>Stocks/Materials</b> - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:
none
<b>Data Systems</b> - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:
Various
<b>Buildings</b> - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability:
none