

Job Description

Transition Lead; seconded.

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| Directorate: | Children, Young People and Education |
| Division: | Education |
| Grade: | L22 one day per week (equivalent) |
| Responsible to: | Education Officer - Inclusion |

Purpose of job:

To support Kent County Council in its work to deliver 'Countywide Approach To Inclusive Education' (CATIE) as part of 'Kent's Strategy for Children and Young People with Special Needs and Disabilities 2021-2024' the following seconded post is available for a mainstream school senior leader for one day per week. This is a fixed term seconded position and successful postholders will form part of a team of five, recruited from a variety of backgrounds and experiences from schools and within KCC. The team will have responsibility for...

- The implementation and review of the Transition Charter
- Development of best practice guidance to reflect the spirit of the Transition Charter

Main duties and responsibilities:

- To work with named personnel in SEND and Education Directorates to plan for and ensure the implementation of the Transition charter for the academic year 2021-2022.
- To establish countywide and local implementation plans (including timeline)
- To work with all partners in local areas and districts (e.g STLS/SENCO forums) to establish best transition practice in the spirit of the Transition Charter (including EYFS and post 16)
- To develop best practice guidance to inform schools, LA and other partners which reflect the spirit of the Transition Charter (including EYFS and post 16)
- To work with other partners (e.g NHS/PACT) to inform and develop excellent collaborative practice which will sustain the successful implementation of the charter for the future
- To assess the effectiveness of the Transition Charter and make recommendations for future improvements
- To report to SEND Strategy Steering Group

Person Specification

Qualifications:

- Degree or equivalent
- Evidence of postgraduate studies

Experience:

Senior leadership experience of working in inclusion in mainstream education, which includes experience of:

- Primary or secondary senior leadership, including selective and non selective schools.
- Establishing and managing partnerships, both internally and externally
- Leadership and management of improvement.
- Leading and managing change.
- Securing best possible outcomes for the most vulnerable children.

Skills and Abilities:

- Excellent communication skills in all formats
- Data and information management skills
- Ability to manage risk and apply a range of problem solving techniques
- Ability to prioritise and deliver results within timescales
- Ability to effectively co-ordinate the work of other professionals
- Proven ability to work to team consensus
- Able to empower others to take the lead on initiative where and when appropriate

Knowledge:

- A good knowledge of education and current education policy and priorities both locally and nationally
- A good knowledge of the inclusion agenda and how inclusive practices can be implemented in mainstream environments
- A good knowledge of relevant research and how research led improvement can be implemented in a range of mainstream settings
- A good knowledge of SEND systems and processes.

Kent values: examples of behaviours which support the Kent values will need to be demonstrated within the context of this post

- We are brave. We do the right thing, we accept and offer challenge
- We are curious to innovate and improve
- We are compassionate, understanding and respectful to all
- We are strong together by sharing knowledge
- We are all responsible for the difference we make

Organisational Responsibilities

All Corporate Directors, Directors and Heads of Service have an explicit responsibility to work as part of a team to deliver, collectively, the agenda of the County Council. These are fundamental elements of their role not an addition and are summarised as follows

Whole Council

- Seek to improve the lives of all residents in Kent and economy of Kent
- Act as corporate parent to the Council's looked after children
- Take an active role in promoting and ensuring the Council's responsibilities for safeguarding are met
- Understand, communicate and contribute to the delivery of KCC's strategic aims
- Meet statutory obligations and promote and ensure compliance with policies and procedures and the Council's Code of Conduct (Kent Code)
- Advise elected members and support the democratic process
- Promote the Council brand and enhance the overall reputation of the Council
- Understand and monitor the measures of performance, including customer insight, which define successful outcomes for KCC services
- Maintain and ensure a relentless focus on the customer
- Act to support the Council-wide need to deliver services within budget, thereby avoiding an overspend that could damage the financial viability of the Council
- Overcome professional and service silos to achieve the County Council's objectives

Integration of Services

- Focus resources where they have the biggest impact
- Deliver services that are flexible and adaptable
- Integrate services within KCC and work with partner agencies to ensure a seamless customer experience
- Fully and inclusively engage all staff in the delivery of services, demonstrating the Council's leadership values and competencies

Embedding Commissioning and Engaging Relevant Markets

- Establish an outcome focused organisation
- Meet the financial regulations and standing orders of KCC
- Challenge the status quo and engage with the market to constantly improve
- Ensure all services are delivered effectively and efficiently
- Proactively and continuously seek to improve service delivery
- Proactively manage risk to avoid inertia whilst not exposing the Council to needless and avoidable challenge or loss

Managing Change

- Understand and support the Authority's overall change agenda
- Deliver required outcomes of service specific change on time and to budget
- Understand the quality of staff, support their development, nurture those with talent
- Identify the skills for the future and the level of staff through robust workforce planning
- Identify and deal with underperformance
- Deliver to agreed budget and income targets