

Job Title: HEAD OF Specialist Teaching Support Service

Grade: Leadership Scale L13-L15

Our Vision

We have a clear vision for Staffordshire - an innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy

Our Outcomes

We want everyone in Staffordshire to:

- Have access to more good jobs and share the benefit of economic growth
- Live in thriving and sustainable communities
- Be healthier and more independent for longer

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- Ambitious – We are ambitious for our communities and citizens
- Courageous – We recognise our challenges and are prepared to make courageous decisions
- Empowering – We empower and support our people by giving them the opportunity to do their jobs well.

About the Service

The **Specialist Teaching Support Service** is a centrally based children and young peoples' service serving Staffordshire.

The Service consists of three teams:

- Deaf / Hearing Inclusion Team
- Vision Inclusion Team
- Autism Inclusion Team

The aims of the post are:

To ensure the special educational needs of Children & Young People with a sensory impairment are met within an inclusive mainstream environment that promotes curriculum access helping them to become independent learners.

Reporting Relationships

Responsible to: **Head of SEND**
Responsible for: **Specialist Teaching Support Services**

Key Accountabilities:

- To manage a small caseload of named students/schools (this includes teacher responsibilities) as described in TOD/TOVI/ AIT Job Description, including complex and out of county cases (0.1 FTE).
- To provide strategic leadership within the Specialist Teaching Teams, including HI, VI, autism and MSI.
- To identify, plan and implement service priorities through the Service Development Plan including strategic management of referrals, staff deployment, training, business planning and use of resources.
- To supervise and mentor the deputy heads (Lead Specialist Teachers) of HI,VI and AIT.
- To plan and account for the expenditure of the Service budget in accordance with County Council financial regulations.
- To oversee measures to ensure quality assurance such as data collection, consultations and evaluations in order to report outcomes to NatSIP, SCC, stakeholders and partners.
- To oversee the professional development/performance management/MPC/appraisal system for all staff.
- To take responsibility for Managing Attendance requirements at Stage 2.
- To work collaboratively and maintain effective systems of communication with partners, agencies and parents in order to provide a seamless pathway for CYP.
- To meet My HR requirements (including sign-off for travel claims).
- To support the Head of SEND in the strategic oversight of the service.
- To be responsible for Health and Safety issues within the Specialist Teaching Teams and undertake team risk assessments, where appropriate.
- Oversee the effective delivery of INSET to schools and others in order to increase capacity and promote the development of inclusive practices.
- To attend management meetings and team meetings.
- To be lead officer in Child Protection/Safeguarding issues.

- To contribute to national data collection and research initiatives for pupil outcomes, benchmarking etc. and Freedom of Information requests.
- To represent the county at meetings of local and national boards.
- To be responsible for the development and delivery of commissioning and traded aspects of the service delivery.
- To assist the Head of SEND with any other duties that may arise.

Professional Accountabilities:

The post holder is required to contribute to the achievement of the Council objectives through:

Financial Management

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

People Management

Engaging with People Management policies and processes.

Equalities

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change

Delivering energy conservation practices in line with the Council's climate change strategy.

Health and Safety

Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.

Safeguarding

Commitment to safeguarding and promoting the welfare of vulnerable groups.




The content of this Job Description and Person Specification will be reviewed on a regular basis.

Person Specification

A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

Minimum Criteria for Disability Confident Scheme*	Criteria	Measured by
	Qualifications/Professional membership <ul style="list-style-type: none"> • QTS • Mandatory qualification as a Teacher of the Deaf and / or Teacher of the Vision Impaired • Further post-graduate specialist qualifications • Qualification, experience and awareness of the implications of ASC • Qualification, experience and awareness of the implications of dual sensory impairments and MSI 	A/I
	Knowledge and Experience <ul style="list-style-type: none"> • Significant specialist knowledge and experience of working with children with sensory impairments / ASC • Significant management experience • Excellent planning and organizational skills • Budget management experience • Successful participation in the leadership of a complex organization • Commitment to further training in HI, VI, ASC and MSI 	A/I
	Skills <ul style="list-style-type: none"> • Strategic thinker, able to influence, with excellent negotiating and advocacy skills • Excellent communicator – written and verbal • Excellent networking skills • Influencing skills • A commitment to equal opportunities and anti-discriminatory practice • Excellent motivational skills • Ability to establish rapport • 'Can do' attitude • Able to work under pressure • Highly self-motivated • Team leadership qualities and ability to foster an excellent team spirit • Hold a full driving licence and the use of a vehicle, ability to travel across the county, as required 	A/I



If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting
Liberata Employee Services Team on 01905 947446