

1.1

JOB DESCRIPTION

JOB TITLE: Assistant Service Lead

JOB NO: TBC

GRADE: STPC LAH L 8 - 12

DIVISION: SEND & Inclusion

NO OF POSTS: 3

SECTION: Communication and Autism Team (CAT)

POST REQUIRES POLICE / CRIMINAL RECORDS BUREAU CLEARANCE: YES

1. JOB PURPOSE

- 1.1. As part of the Leadership Team you will oversee the provision for the CAT advisory team across an area relating to the six localities across the city, while having responsibility for specific performance foci within the Communication and Autism Team.
- 1.2. You will take the lead on a key area identified within the CAT Service and contribute to the overall SEND programme across the directorate.

2. DUTIES AND RESPONSIBILITIES

- 2.1. To lead and have responsibility for autism specialist provision across a locality and to support the Service Lead in the city-wide approach to meeting the needs of pupils with autism and social communication needs.
- 2.2. To support the Team Lead in taking responsibility for the development and monitoring of teaching and children's achievements for pupils with SEND within schools and settings in Birmingham, including the analysis of performance data and interventions that have a proven evidence base.
- 2.3. To contribute to the overall SEND transformational programme across the directorate
- 2.4. To work with schools and settings in increasing the capacity of SENCOs to work strategically to improve the quality of teaching for pupils with SEND.
- 2.5. To oversee the allocation of the specialist outreach teams across a locality including building school and setting capacity as well as supporting families
- 2.6. To ensure partnership working with children and young people and their families within a locality through early help and support, and where appropriate take an active role in the resolution of disagreements.
- 2.7. To build locality partnerships with and between local specialised services including schools/settings, statutory agencies, voluntary and community sectors within a locality, in order to focus joint resources on improving services and outcomes for children.
- 2.8. To work effectively with regional partners and the school improvement team to ensure high quality provision for children and young people across a locality

- 2.9. To assist in the leadership of the professional development strategy and delivery of accredited/non-accredited training for schools /settings and specialist teams, taking responsibility within a locality for this to ensure the school/setting workforce have the right skills to support pupils with SEND and contributes to the wider city approach.
- 2.10. To assist in the effective management of budgets and resources to meet changing demand in needs, and where appropriate support in the realignment of human resources and specialist provision.
- 2.11. To support the continued development of service trading, taking responsibility for specific income and expenditure streams within the team's overall budget.
- 2.12. To contribute to the overall strategy of inclusion for children with SEND in relation to local and national policies and priorities.
- 2.13. To have responsibility for CAT teachers regarding performance management and professional development according to Teacher's Pay and Conditions, and Autism Advisory Practitioners through BCC My Appraisal
- 2.14. To assist in the selection and appointment of teaching and non-teaching staff
- 2.15. To adhere to and assist in ensuring that safeguarding policies and procedures are followed.
- 2.16. To participate in the development and implementation of Service and Directorate policies and practices.
- 2.17. To assist:
 - in ensuring that staff work in compliance with BCC policies including equal opportunities.
 - in ensuring health and safety issues are dealt with appropriately.
 - in data analysis and future planning appropriate to role.
- 2.18. To support in the development and effective implementation of the role of the Autism Strategic / Lead for children in mainstream, resource base and special schools including:
 - chairing of the decision-making group when required;
 - supporting the management & monitoring places and cases;
 - lead placement discussions with settings prior to GBR issue;
 - support the management of allocated budget, as part of the High Needs Block;
 - support the coordination and direction of work undertaken by dedicated Provision Teams (POs & BS);
 - support in the management of the annual placement process;
 - building professional networks & contacts;
 - resolving provision issues.

OBSERVANCE OF THE CITY COUNCIL'S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED

3.0 SUPERVISION RECEIVED

3.1 SUPERVISING OFFICER JOB TITLE: PSS Service Lead

JOB NO:

3.2 LEVEL OF SUPERVISION

1. ~~Regularly supervised with work checked by supervisor.~~
2. ~~Left to work within established guidelines subject to scrutiny by supervisor.~~
3. Plan own work to ensure the meeting of defined objectives.

4.0 SUPERVISION GIVEN (excludes those who are INDIRECTLY supervised i.e. through others)

POST TITLE	GRADE	NO OF POSTS	LEVEL OF SUPERVISION*
CAT Theme Leads	STPC UPS and TLR2c	2-4	Performance management
CAT Teachers	STPC UPS and SEN Allowance	6-8	Performance management

*Use 1,2 or 3 as in 3.2

5.0 SPECIAL CONDITIONS

DBS check required for the post	Yes		No	
Level of check required	Standard			
	Enhanced			
	Enhanced with barred list check - Adults			
	Enhanced with barred list check - Children's			
	Enhanced with barred list check – Adults & Children's			Yes

Date:	Name:	Signature:
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Person Specification

Post: Assistant Service Lead **Grade:** STPC LAH L 8 - 12

Division: SEND & Inclusion **Section:** SEND & Inclusion

Directorate: Education & Skills

Method of Assessment (M.O.A.) A.F. = Application Form; I = Interview; T. = Test or Exercise; C. = Certificate; P. = Presentation.

CRITERIA	ESSENTIAL	MOA
Education/Qualifications NB: Full regard must be paid to overseas qualifications.	<ul style="list-style-type: none"> Possess a relevant teaching and specialist teaching qualification 	C
Experience (Relevant work and other experience)	<ul style="list-style-type: none"> Have recent successful management experience Have recent and relevant advisory experience working with schools around pupils with autism and social communication needs Have substantial teaching experience teaching pupils with SEND Demonstrate experience of providing support and training to teachers and support staff Have experience of developing innovative approaches in teaching pupils with autism and social Communication needs. Have experience of the recruitment and deployment of teachers and support staff 	AF AF/I AF AF/I AF/I AF
Skills & Ability e.g. written communication skills, dealing with the public etc.	<ul style="list-style-type: none"> Demonstrate knowledge of current guidance related to the specific SEND area of pupils with autism and social communication needs. Demonstrate good inter-personal skills (verbal and written) and an ability to relate well to children and adults and evidence of working with other agencies. Demonstrate an ability to manage own time and workload Demonstrate an ability to manage and provide budgets Demonstrate an ability to provide leadership and direction for the work of CAT Demonstrate a good knowledge and understanding of issues relating to SEND Demonstrate up-to-date knowledge of curriculum and assessment Have confidence in the use of ICT to support learning An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016 	I/P I/P AF AF I/P AF/I AF AF P
Training	<ul style="list-style-type: none"> Evidence of recent, relevant CPD including current SEN issues 	AF
Other	<ul style="list-style-type: none"> Have a commitment to further training and professional development 	AF

All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery.

Date: 23.01.2022	Name:	Signature:
Date reviewed:	Name:	Signature:

