

# CANDIDATE BRIEFING PACK

**Head of SEND & Inclusion**

**Prepared for London Borough of Camden**

**August 2023**



Penna

FIND | EXCITE | SECURE

# Contents

1. Welcome Letter
2. Advertisement
3. Job Profile
4. How to Apply

## Further reading:

- [We Make Camden](#)
- [Camden Building Back Stronger \(Education Strategy\)](#)
- [Camden SEND Strategy](#)

## Welcome Letter

Dear Applicant,

I am thrilled to extend a warm welcome to you on behalf of the London Borough of Camden!

We are excited about your interest in the position of Head of SEND and Inclusion within our Education Commissioning & Inclusion Division. Your dedication to educational equity and inclusive practices aligns perfectly with our mission to shape our local economy and society towards a more inclusive and sustainable direction.

Camden is widely recognised as a strong performing local authority, and we are confident that your expertise and passion will contribute significantly to our ongoing success. Our commitment to excellence in education and inclusion is unwavering, and we believe that your leadership will play a pivotal role in further elevating the quality of education and support we provide to our diverse community.

The newly devised Education Commissioning & Inclusion Division is at the forefront of our efforts to give all our children and young people the opportunities to thrive, helping them to grow as good citizens, be ambitious for change, and contribute positively to their communities and society. Your role as the Head of SEND and Inclusion will be instrumental in ensuring that children and young people access an education system that delivers both excellence and equity.

As you embark on this exciting journey with us, you can expect to work alongside a passionate and dedicated team and strong partners who are committed to making a real difference in the lives of our children and young people and families. Your expertise and innovative ideas will be highly valued, and we look forward to seeing the positive changes you will help bring about.

The role is challenging, yet rewarding and offers the opportunity to make a significant contribution in addressing both Camden's strategic and operational priorities.

If you are an experienced leader with good people skills and an unwavering commitment to improving outcomes for children and young people and would like to join our team then we would love to hear from you.

Please do not hesitate to reach out if you have any questions or need further information. We eagerly anticipate the opportunity to get to know you better through the interview process.

Regards,

Vikram Hansrani  
Director of Education Commissioning & Inclusion

## Advertisement



# We're making radical social change a reality, so that nobody gets left behind

## Head of SEND and Inclusion

Salary up to £99,063

Hybrid-working with Camden base  
(circa 2 days/week in the office)

This is a unique and exciting opportunity to make a real difference for children and young people with special needs and disabilities in the London Borough of Camden.

Camden is a place where everyone can thrive and the council is committed to all its children having the best start in life: enjoying an excellent school experience in an ambitious and inclusive environment, and having opportunities to lead flourishing lives.

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be.

To find out more visit [execroles.penna.com](https://execroles.penna.com) or for a confidential discussion please call **Andrew Tromans** on **07805 226301**.

**Closing Date:**  
9am on Monday 25th September 2023



## Role Profile

**Job Title: Head of Service for SEND & Inclusion**

**Job Grade: Level 6 Zone 3**

**Salary Range: £78,676 - £99,063**

### **About Camden**

Camden is listening to everyone, including you. We're giving a platform to people inside and outside our community. Because we're not just home to the UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all.

This role sits within the Education Commissioning and Inclusion Division of the Supporting People Directorate and has a vital part to play to ensure that help and support are provided at the earliest and most appropriate opportunity to avoid the escalation of need. In doing so this addresses Camden's aim that everyone in Camden should thrive and services to address needs should be provided within or as close to Camden as possible.

This is a unique and exciting opportunity to make a real difference for children and young people with special needs and disabilities in the London Borough of Camden

### **About the role**

Reporting to the Director of Education Commissioning & Inclusion, and part of the Education & Inclusion Senior Management Team, you will play a vital role in forging and maintaining strong and resilient relationships with schools, education settings, FE providers, and voluntary sector partners to further improve outcomes for children and young people with SEND.

Leading a high-performing and cohesive team, you will inherit a strong SEND partnership; an outstanding track record of coproduction with children, young people, carers and parents; and new Education and SEND strategies which have Equity and Excellence at their heart.

The head of service will often work in a multi-agency context with officers drawn from across the directorate, other council services, health professionals, settings and schools, partners in the voluntary and community sectors and service users in the local community, ensuring that appropriate professional networks and processes are in place to deliver services for children with SEND.

Example outcomes that this role will deliver:

- To be a strategic lead in the delivery of the Camden SEND Strategy and engage the service teams in its effective and efficient delivery;
- To provide the guidance, direction and management for Special Education and Inclusive Intervention Services (SEIIS) which includes;
  - SEN Assessment and Case Officer Teams

- SEN place planning
  - Education Psychology Service
  - Dedicated resource management and support team (HNB etc.)
  - Early Years Inclusion Team
- The development of well-functioning and clear relationships with parent forums and parent representatives, ensuring their voice and that of their children is reflected in decision making;
  - To take a lead in ensuring that the local authority can meet its statutory responsibilities for children and young people with special educational needs and disabilities (SEND) in accordance with the requirements of the Children and Families Act 2014, to be the LA named lead for inspection of SEND service;
  - To develop and manage systems and processes that promote person centred planning keeping the views and wishes of the child and young person central, upholding the principles of the SEND Code of Practice 2015;
  - To take the strategic lead in developing the local authority's approach to equitable distribution of resources and funding for children with SEND within the resources available (budget management; implementation of approach to High Needs Block resource allocation (c.£52m) and monitoring), in compliance with the financial regulations and Code of Practice;
  - To take the strategic lead working in partnership with schools, multi-agency partners, parents, and young people to develop a continuum of effective and efficient provision for children and young people with SEND age 0-25;
  - To collate and use data to inform provision planning and joint commissioning of services and the evaluation of effectiveness of practice.

You'll be tasked with:

- Implementing Camden's new SEND Strategy.
- Leading on national initiatives as set out in the SEND & Alternative Provision (AP) Improvement Plan.
- Delivering service transformation with a continued focus on timely intervention and inclusive practice.
- Leading Camden's SEND provision: overseeing all operational management, financial control, and statutory duties for the service area.
- Overseeing commissioning for SEND and Alternative Provision (AP) and reviewing the sufficiency of places.
- Working with partners across the system to ensuring that co-production is at the heart of service delivery.
- Building on a solid foundation (e.g. 99% of EHCP assessments are completed within 20 weeks, positive SEND Local Area inspection 2019) to identify how services can be further improved via training, more consistency, and even better strategic relationships.

## **About you**

This forward-thinking role calls for a highly-organised individual, with the ability to lead a multi-faceted professional service and to influence a network of partners and officers drawn from across council services (including health agencies, settings and schools, partners in the voluntary and community sectors and service users in the local community.)

You'll need a recognised postgraduate qualification in one of the professional areas within the service (which includes EPs, Senior Teachers and Specialist Teachers), and knowledge of children's legislative and statutory frameworks in relation to SEND will be required for success.

You will also have:

- Experience as a senior manager within an education-focused service.
- Experience of taking a leading role for a strategic area of work in a local authority.
- Well-developed negotiation skills and ability to exercise judgement in situations which can be highly emotive.
- Working knowledge of relevant acts related to Special Education Needs and the Code of Practice.
- To implement systems and processes that promote person centred planning keeping the views and wishes of the child and young person central, upholding the principles of the CFA 2014 and associated regulations and statutory guidance.
- To minimise anxiety for parents/carers of children and young people through excellent, timely and transparent clear communication about statutory processes.
- To effectively deploy staff to achieve all statutory and internally set deadlines, reviewing roles, and providing access to workforce development opportunities appropriately, ensuring all staff are performing at a level appropriate for the role and that systems are in place to monitor and evaluate performance.

## **Work Environment:**

The post is based in an open plan office situated at 5 Pancras Square where agile working is the norm.

It involves travel to meetings at different venues within and outside the borough.

## **People Management Responsibilities:**

The post will have seven direct reports and a team total of 50fte.

## **Relationships:**

The post involves developing and maintaining positive relationships with a wide range of people including headteachers and Principals of educational settings, children, young people and their families the local authority and other agency partners.

## **Over to you:**

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk.

### **Is this role Politically Restricted?**

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden click [here](#).

### **Diversity & Inclusion**

We want Camden Council to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do. Click [Diversity and Inclusion](#) for more information on our commitment.

### **Agile working**

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK ([www.HireMeMyWay.org.uk](http://www.HireMeMyWay.org.uk)). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

### **Asking for Adjustments**

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at [resourcing@camden.gov.uk](mailto:resourcing@camden.gov.uk) or post to 5 Pancras Square, London, N1C 4AG.



## How to Apply

This guidance contains important information to help with your application:

- Please apply by submitting a CV and Covering Letter (no more than four sides of A4 in length per document aligned to the person specification). Please also include your contact details.
- Please ensure your full employment history is outlined in your CV; and that where there are essential criteria, competencies and/or qualifications you make clear how you meet these. We may wish to verify this information during the recruitment process.
- Please provide the details of two referees. Note that we will only approach referees for candidates proceeding to final selection and only with your permission. Please clearly indicate whether we can approach each referee before the selection date.
- Please share with us in your supporting statement, the values and behaviours that you bring to your leadership, and how you will transfer your skills and experience into this role.
- Please complete the Equal Opportunities Monitoring Form when you upload your details.
- Please return your application by the closing date – no applications will be accepted once the long listing process has begun.
- Following long listing, you will be contacted directly by a Penna consultant to update you on the status of your application.
- At any point throughout the process our retained consultants at Penna will be happy to help you with information, insight and guidance about the process and our clients.

The following timetable sets out the key dates in the recruitment process:

Date	Activity
Closing Date	9am on Monday 25 <sup>th</sup> September 2023
Interviews	w/c 2 <sup>nd</sup> October

To apply for this role, please click the link below:

<https://execroles.penna.com/>

For further information or confidential discussion, please contact Andrew Tromans on 07805 226 301 or Priyesh Bhadressa on 07548 108 176.