



LONDON BOROUGH OF MERTON
CHILDREN, SCHOOLS and FAMILIES DEPARTMENT
JOB DESCRIPTION

Post Title: Interim Assistant Director
Grade: MG2

Division/Section: Education & Early Help

Location: Blended

Responsible to: Director - Children, Schools and Families

Responsible for: To coordinate advice and support for the council senior leadership team to successfully negotiate and implement a safety valve agreement and plan with the Department for Education.

Post number:

Date: August 2021

Overall Purpose of the Job

Merton LBC entered the safety valve intervention programme on the 30th July 2021. In September the first introductory meeting will be held with the Department for Education's negotiation team led by Tony McArdle, Chair of the SEND Leadership Board and former Chief Executive of Lincolnshire County Council. The council's team will be led by the chief executive Hannah Doody, Director of Children's Services Jane McSherry and Roger Kershaw deputy director of finance. During autumn 2021 the DfE will work closely with the council to challenge and support the development of the DSG recovery plan. During this process, the council will work towards submitting a proposal to the DfE setting out:

- How the authority will go about reaching an in-year balance on their DSG, and the timeframe for achieving this;
- How the authority will itself reduce the historic cumulative deficit, and what support might be required from the department to eliminate the deficit in full.

The recovery plan is required by early December

Main Duties and Responsibilities

1. Coordinate specialist advice to the senior negotiation team in order to successfully negotiate a safety valve agreement with the Department for Education.
2. Review the SEND support offer and develop Merton's graduated response based on the plan, do, assess model.
3. Optimise the places available at Perseid Community Special School and Cricket Green Community Special School by assessing the need for and appropriate commissioning of health and social care support.
4. Support the initial scoping study to identify potential schools to host ARPs, matching SEND need, falling rolls, location, physical space, and parental preference.
5. Develop a framework to review all NMISS placements to check contract compliance, value for money and EHCP progress and attainment.
6. Develop with the Education Senior Leadership Team (ESLT) strategies to rebalance the "SEND budget" that is, the identification and support of appropriate rates of C&YP with EHC plans, a graduated response to support C&YP in mainstream schools and the consistent use of NMISS commissioned places

The duties and responsibilities outlined in this job profile are indicative of the role, however they are not exhaustive and may be subject to change. In addition, you will be required to undertake other reasonable duties as directed by your manager.

Staff Management

- The AD will coordinate recommendations and advice to the senior negotiation team.
- The AD will shape the development of new services.

Other duties

- Advice on the impact of policy and practice for people in more excluded groups and communities
- Actively encourage service staff to gain user feedback on the quality of services delivered and use the information gathered to develop the quality of the service user experience
- Effective on-going communication to all stakeholders including politicians and partner agencies
- Ensure that personal and professional development opportunities are taken and achieved, where appropriate, in line with performance objectives, mandatory training, career pathways and individual opportunities identified with Manager
- Have regard for the health and safety of persons and premises under your management and operate within LB Merton Council's Health and Safety policies and procedures (complying with health and safety legislation) in relation to the responsibilities of the job

- Undertake duties commensurate with the grade of the post, as required from time to time

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