

Meeting of:	Senior Management Appointment Committee
Date of Meeting:	Thursday, 13 October 2022
Relevant Scrutiny Committee:	No Relevant Scrutiny Committee
Report Title:	Recruitment and Selection Arrangements for the Head of ALN and Wellbeing
Purpose of Report:	To set out the recruitment and selection arrangements for the post of Head of ALN and Wellbeing
Report Owner:	P Ham, Director of Learning and Skills
Responsible Officer:	P Ham, Director of Learning and Skills
Elected Member and Officer Consultation:	
Policy Framework:	The final decision of the Senior Management Appointments Committee will be referred for information to Council
<p>Executive Summary:</p> <ul style="list-style-type: none"> • The report sets out the recruitment and selection arrangements proposed for the position of Head of ALN and Wellbeing • That delegated authority be granted to the Director of Learning and Skills, in consultation with HR and Elected Member to progress: <ul style="list-style-type: none"> ○ advertising this position, ○ progressing the necessary arrangements for long-listing and any necessary assessment of candidates in advance of shortlisting, ○ drawing up a final short-list for interview, the interview of which will be undertaken by a future meeting of this Committee, and to, ○ agree costings and resource requirements relating to the processes required to pursue the recruitment and selection process 	

Recommendations

1. To approve the recruitment and selection arrangements at the meeting of the Committee
2. That delegated authority be granted to the Director of Learning and Skills, in consultation with HR and Elected Member to progress:
 - a. advertising this position,
 - b. progressing the necessary arrangements for long-listing and any necessary assessment of candidates in advance of shortlisting,
 - c. drawing up a final short-list for interview, the interview of which will be undertaken by a future meeting of this Committee, and to,
 - d. agree costings and resource requirements relating to the processes required to pursue the recruitment and selection process

Reasons for Recommendations

1. To ensure the appointment is progressed in accordance with the requirements of the Council's constitution
2. To allow matters to be progressed in advance of the final stage of recruitment

1. Background

- 1.1 The position will be vacated by the current post-holder in 2023.
- 1.2 This Head of Service position is critical to the leadership of the Learning and Skills Directorate and specifically to the effective implementation of the ALN reform agenda and the Whole School Approach to Mental Health and Wellbeing.
- 1.3 It is now, therefore, necessary to commence the recruitment process and progress arrangements for the permanent appointment to this post in accordance with the Council's normal recruitment and selection procedures.

2. Key Issues for Consideration

- 2.1 On the basis of the above it is proposed to advertise the post (both internally and externally) as soon as practically possible. It is likely that this process will commence in late October.
- 2.2 The current version of the Job Description and Person Specification is attached.

- 2.3** In order to expedite recruitment, the Committee is requested to delegate responsibility for agreeing the following to the Director of Learning and Skills in consultation with HR Colleagues;
- Advertising
 - long-listing for any assessment process
 - subsequent shortlisting, in advance of the final interview with Senior Management Appointments Committee.
- 2.4** Human Resources will undertake an exercise to identify an appropriate assessment process and where necessary, engage an appropriate organisation to undertake assessment centre/psychometric testing ensuring best value for money.
- 2.5** If these delegations are agreed, the Senior Management Appointments Committee will be requested to conduct final interviews once a shortlist is arranged

3. How do proposals evidence the Five Ways of Working and contribute to our Well-being Objectives?

- 3.1** This recruitment and selection exercise will be for one permanent appointment.
- 3.2** The Well-being of Future Generations (Wales) Act will be considered fully during this exercise

4. Resources and Legal Considerations

Financial

- 4.1** It is requested that approval for costs associated with the recruitment exercise is delegated to the Director of Learning and Skills in consultation with Human Resources colleagues and the Leader.
- 4.2** Appointment to this position will be on terms and conditions as prescribed by the Joint Negotiating Committee for Chief Officers of Local Authorities and on the current Head of Service salary range of between £73,192 and £81,325.

Employment

- 4.3** There are no employment issues

Legal (Including Equalities)

- 4.4** This recruitment process intends to be compliant with Local Government, Employment and Equalities legislation

- 4.5** The recruitment process will be managed in accordance with the Council's equality proofed recruitment and selection policy and the provisions of the Local Authorities (Standing Orders) (Wales) Regulations 2014

5. Background Papers

Appendix A – Head of ALN and Wellbeing Job Description

Appendix B – Head of ALN and Wellbeing Person Specification

CHIEF OFFICER JOB DESCRIPTION

POST REF:	Y-AA-AA001
DESIGNATION:	HEAD OF ADDITIONAL LEARNING NEEDS AND WELLBEING
GRADE	CHIEF OFFICER
RESPONSIBLE TO:	DIRECTOR OF LEARNING & SKILLS
DIRECTORATE:	LEARNING AND SKILLS
LOCATION:	CIVIC OFFICES

A/ MAIN PURPOSE OF POST

1. To act as the Head of Service for the relevant service area within the Learning and Skills Directorate.
2. Work with the Director of Learning and Skills to provide leadership, management and strategic direction for the Directorate.
3. Deliver services that are effective, efficient and economic, that address the needs of the people of the Vale of Glamorgan, and which are congruent with the Council's objectives and improvement agenda.
4. Work with and support Cabinet Members, Scrutiny Members and all Elected Members in their ward roles.
5. Work in partnership with other Council services and external organisations to achieve common objectives in accordance with the Corporate Plan.
6. To act as the Local Authority Designated Lead Officer for Safeguarding in Education taking lead responsibility for discharging safeguarding duties in education.

B/ CORPORATE RESPONSIBILITIES AND OBJECTIVES

7. Ensure the commissioning, delivery and continuous improvement of services within the remit of the Directorate of Learning and Skills and in accordance with the Council's aims and objectives.
8. To support the delivery of the Council's budget priorities and the effective use of the Council's resources.

9. Promote a strong culture of performance management to ensure high levels of performance, the meeting of performance targets and the continuous improvement and development of services.
10. To anticipate, monitor and identify strategic issues and changes which affect the service area and develop effective responses to meet such changes.
11. Contribute to transformational change across the Council and to ensure that organisational development initiatives, policies and plans are implemented and properly embedded.
12. To ensure a responsive customer focused approach in the planning, commissioning and delivery of services.
13. To explore opportunities to improve the effectiveness and efficiency of services through collaboration and partnership working.
14. Produce an annual Service Plan and ensure the development of Team Plans for the Service area concerned.
15. To ensure that the principles of equality of opportunity are integrated and actively pursued both within the Directorate and in all areas of service provision.
16. Attend and contribute to meetings of the Cabinet, Scrutiny and other Council meetings as appropriate.

C/ OPERATIONAL RESPONSIBILITIES

17. Commission/provide the following functions achieving appropriate and agreed quality standards:
 - Ensure that the needs of pupils with additional learning needs are identified, assessed and that appropriate provision is made.
 - Continually review provision in order that it meets needs, is of a high quality and is efficient, ensuring that quality frameworks, service level agreements and contracts are in place.
 - Minimise the numbers of learners placed in out of county settings, working with social services and other agencies where appropriate.
 - Support schools to secure the well-being of learners through the provision of information and targeted services.
 - Secure effective delivery of prevention, early intervention and support services in partnership with other voluntary and statutory agencies in relation to ALN and wellbeing.
 - Support the development of skills and expertise in schools and other settings in relation to ALN.
 - Ensure that children, young people and parents/carers are effectively engaged in decisions about service provision and development.
 - Ensure that effective safeguarding policies and practices are in place in schools.

- Contribute to work to identify schools causing concern and contribute to their improvement.
 - Develop strategies in response to changing demographics and need in line with the requirement of the ALN Act.
 - Work with regional partners to develop and action a phased implementation plan in relation to the ALN Act.
 - Develop and maintain strategies for pupil engagement and participation.
- 18 To lead on a cross-Directorate and multi-agency approach to support the development of a whole school approach to social, emotional, mental health and wellbeing.
- 19 To carry out the strategic safeguarding role for the Directorate as set out in section 2 of Keeping Learners Safe (Welsh Government Guidance document no: 283/2022).
- 20 To oversee the development of employment, childcare and support services for young people aged 11-25.
- 21 To provide and promote clear leadership and performance management within the service ensuring the effective performance of all managers.
- 22 Oversee the development and maintenance of performance management systems to ensure the meeting of targets and the continuous development of services.
- 23 To ensure the effective management, planning and deployment of the budget and wider resources across the relevant service areas in accordance with service plans and the longer range strategic objectives of the Council.
- 24 To ensure that there are clear communications and well defined accountabilities within the service area.
- 25 Maximise income and external funding opportunities in line with Council Policy.
- 26 To ensure that there is full adherence to the Council's safeguarding, health and safety and environmental policies within all areas covered within the remit of the postholder and relevant policies and procedures are fully integrated.
- 27 To perform any other duties imposed by law or which the Director may reasonably require.

Signed:

Date:

Signed:

Date:

Director of Learning and Skills

Person Specification

Post No	X/LG/AA01	Designation:	Head of Additional Learning Needs and Wellbeing	Department:	Learning & Skills
Section:	Additional Learning Needs and Wellbeing	Completed By:	Paula Ham, Director of Learning and Skills	Date:	September 2022

The Person Specification outlines the main attributes needed to adequately perform the post specified. In drawing together the specification, a critical examination of the job description has been undertaken to pinpoint those elements of the post deemed as essential.

The Person Specification is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates. You should refer and address each point of the Person Specification, giving evidence of what skills, experience and knowledge you have in each of these areas. Always be specific. Do not use general phrases such as “I have the necessary skills...” or “I am confident I can do the job well...”. The shortlisting panel will need to know how you meet the requirements based on the evidence you provide.

		Essential	Desirable	Ascertained by
1.	Experience and Knowledge	<ul style="list-style-type: none"> ▪ Able to demonstrate relevant and recent strategic/operational leadership experience within a large organisation. ▪ Relevant knowledge/understanding within the range of service areas. ▪ Experience of developing strategies to meet business objectives ▪ Experience of successful financial / performance management ▪ Demonstrable experience of successfully managing change and service/organisational transformation ▪ Demonstrable experience of partnership/ collaborative working. ▪ Awareness and understanding of current Education issues and challenges, including safeguarding. 	Experience of Estyn inspections.	<ul style="list-style-type: none"> ▪ Past/current employment recorded on job application form. ▪ References. ▪ Interview (for short listed candidates). ▪ Presentation (for short listed candidates).

		Essential	Desirable	Ascertained by
2.	Skills and aptitudes	<ul style="list-style-type: none"> ▪ Ability to plan, commission and ensure the effective delivery of high quality services ▪ Excellent performance management and leadership skills ▪ Ability to manage change and service transformation effectively ▪ Ability to anticipate future service needs and plan and manage resources accordingly to meet such needs ▪ Ability to work effectively with Elected Members ▪ Ability to work effectively in partnership and seek out and exploit opportunities for collaboration ▪ Excellent communication and interpersonal skills. ▪ Strong planning, organisational and problem solving skills ▪ Excellent staff management and engagement skills ▪ Strong influencing and negotiation skills 		<ul style="list-style-type: none"> ▪ Application form and for short listed candidates, interview questions. ▪ Assessment Centre.
3.	Qualifications and training	<ul style="list-style-type: none"> ▪ A qualified teacher or educational psychologist. 	<ul style="list-style-type: none"> ▪ Post Graduate Management qualification. 	<ul style="list-style-type: none"> ▪ Application form and verification of examination certificates.
4.	Attitude and motivation	<ul style="list-style-type: none"> ▪ Highly motivated and committed to delivering a high quality service. ▪ Able to successfully use a range of leadership styles. ▪ Ability to motivate and encourage colleagues. ▪ Capacity to build productive partnerships with other organisations ▪ Good understanding of service needs in the context of the wider Council agenda. ▪ Ability to influence and present a sound business case on issues relating to service and to the Council as a whole. ▪ Commitment to the Council's equalities agenda, excellent customer service and staff engagement 		<ul style="list-style-type: none"> ▪ Application form ▪ Interview (for short listed candidates). ▪ Presentation (for short listed candidates).

		Essential	Desirable	Ascertained by
5.	Other (please specify)	<ul style="list-style-type: none"> ▪ Personal and professional credibility ▪ Drive, energy and enthusiasm to sustain an extensive agenda. ▪ Capacity to work outside of normal office hours and attend evening meetings as and when required. ▪ Ability to drive/travel throughout the Vale or between locations as appropriate. ▪ Ability to speak / learn Welsh 	<ul style="list-style-type: none"> ▪ Casual car user rate will apply if it is deemed necessary by the council/your manager for you to use your own car. 	