

Meeting of:	<b>Senior Management Appointment Committee</b>
Date of Meeting:	<b>Tuesday, 24 January 2023</b>
Relevant Scrutiny Committee:	No Relevant Scrutiny Committee
Report Title:	Recruitment and Selection Arrangements for the Head of ALN and Wellbeing
Purpose of Report:	To ask the Committee to identify and confirm (following interview) a suitable candidate for appointment for the post of Head of ALN and Wellbeing
Report Owner:	P Ham, Director of Learning and Skills - Tel 01446 709161
Responsible Officer:	P Ham, Director of Learning and Skills - Tel 01446 709161
Elected Member and Officer Consultation:	Legal Services
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"> <li>• This report sets out the final interview schedule for the above position.</li> <li>• Members are asked to identify and confirm (following interview) a suitable candidate for appointment.</li> <li>• A separate Part II report has been provided containing details of the shortlisted applicants at the Final Interview Stage including Application forms.</li> </ul>	

## **Recommendations**

1. To conduct interviews on Tuesday 24th January 2023 in relation to the post of Head of ALN and Wellbeing and to make a final determination to appoint a suitable candidate.
2. To delegate residual appointment details, as appropriate, to the Director of Learning and Skills, if a suitable applicant is confirmed by members.

## **Reasons for Recommendations**

1. To ensure an appointment to the post is conducted in accordance with the Council's constitution.
2. To ensure that all Council functions are met within this area.

## **1. Background**

- 1.1 The Senior Management Appointment Committee met on Thursday 13<sup>th</sup> October 2022 and approved the arrangements to fill the position of Head of ALN and Wellbeing.
- 1.2 Members will recall the position will be vacated by the current post-holder in 2023.
- 1.3 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.
- 1.4 The Job Description and Person Specification can be seen in Appendix A.

## **2. Key Issues for Consideration**

- 2.1 In accordance with the prior approval of the Committee the post was advertised externally from 25th October 2022 to 16th November 2022.
- 2.2 An assessment process was conducted on 10<sup>th</sup> January 2023 which included psychometric testing, an in-tray exercise, technical interview and presentation involving Head Teachers within the Local Authority.
- 2.3 The Director of Learning Skills, in consultation with colleagues also involved in that assessment, has identified candidate (s) that will be invited to the final interview stage with members. The details of those candidates are included in Part II of this report along with the application forms.
- 2.4 At the final interview stage, it is suggested that Members of this Committee interview the short-listed applicant (s) and that Members then determine if any candidate is suitable for appointment to the post.
- 2.5 A list of the suggested questions and presentation topic will be circulated for consideration and determination by Members.
- 2.6 Interviews will be conducted under "Part II" provisions of Access to Information legislation.
- 2.7 Assessment forms will be provided at the Final Interview for Members to complete as part of the assessment.

- 2.8** Members are asked to delegate residual appointment details, as appropriate, to the Director of Learning and Skills if a suitable applicant is confirmed by members.

### **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 a permanent appointment.
- 3.2** The Well-being of Future Generations (Wales) Act will be considered fully during this exercise.

### **4. Climate Change and Nature Implications**

- 4.1** There are no Climate Change and Nature Implications as a direct result of this report.

### **5. Resources and Legal Considerations**

#### **Financial**

- 5.1** 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 £75,117 and £83,250.

#### **Employment**

- 5.2** There are no employment issues.

#### **Legal (Including Equalities)**

- 5.3** This recruitment process is compliant with Local Government, Employment and Equalities legislation.
- 5.4** 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.

### **6. Background Papers**

Appendix A - Head of ALN and Wellbeing JD and PS



## Head of ALN and Wellbeing Job Description

<b>Job Title</b>	Head of Additional Learning Needs and Wellbeing	
<b>Post Reference</b>	Y-AA-AA001	
<b>Grade</b>	Chief Officer	
<b>Directorate</b>	Directorate of Learning & Skills	
<b>Location</b>	Civic Offices, Barry	
<b>Responsible to</b>	Director of Learning & Skills	
<b>Our Values:</b>	<b>Behaviour</b>	<b>What it means to us</b>
<b>AMBITIOUS</b>	Forward thinking, embracing new ways of working and investing in our future.	Ambitious is about challenging ourselves as individuals and as an organisation to do better and to change where required.
<b>OPEN</b>	Open to different ideas and being accountable for the decisions we take.	Open is about how we are transparent in our actions, decisions and communications ensuring openness and honesty with our colleagues, customers and communities.
<b>TOGETHER</b>	Working together as a team that engages with our customers and partners, respects diversity and is committed to quality services.	Together is about the ability of an individual to embrace teamwork, to share a common goal with colleagues and to work in collaboration with others.
<b>PROUD</b>	Proud to serve our communities and to be part of the Vale of Glamorgan Council.	Proud is about recognising the importance of highly valued and essential public services we provide to communities and individuals and the satisfaction someone gains in carrying out their role to the best of their ability.

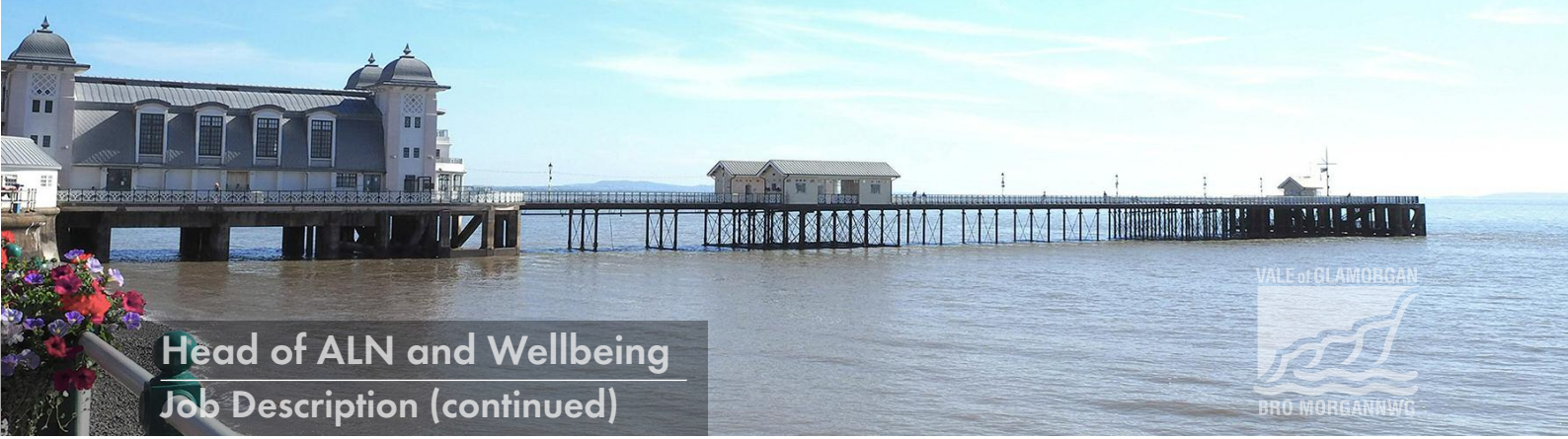
### Role Overview

This Head of Service post, which is one of three in the Directorate of Learning and Skills, will support the Director in leading the planning and provision of a wide range of services within the remit of the Directorate.

Working with colleagues across the Council, elected Members and partners, you will contribute to delivery of the Council's vision, the construction of Council wide plans, service development and problem solving. This will require you to think and act strategically outside of your immediate remit.

The post has specific responsibility for leading Additional Learning Needs provision and support services. This encompasses the phased implementation of the ALN Act, support for pupils with complex needs, educational psychology, specialist services and responsibility for school based ALN resource units.





## Head of ALN and Wellbeing Job Description (continued)

Provision and responsibility for different aspects of wellbeing are distributed across the Learning and Skills Directorate and other parts of the Council. This will require you to work closely with colleagues to ensure appropriate support for schools, pupils and families.

The post holder will act as the Local Authority Designated Lead Officer for Safeguarding in Education, taking lead responsibility for discharging safeguarding duties in education.

It is critical that you build on and maintain the good working relationships already established with all schools and partners. You must be able to manage resources effectively and to seek and respond to funding opportunities.

As a Senior Leader in the Council, you will support the continued improvement of our cultural aspirations, role-modelling and embedding our values, driving engagement and innovation, and promoting diversity and inclusion.

### 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.





## Head of ALN and Wellbeing Job Description (continued)



- 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.



## Head of ALN and Wellbeing Job Description (continued)



- 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.





# Head of ALN and Wellbeing Person Specification

## 1. Experience & Knowledge

### ESSENTIAL

- 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.

### DESIRABLE

- Experience of Estyn inspections.

### ASCERTAINED BY

- Past/current employment recorded on job application form.
- References.
- Interview (for short listed candidates).
- Presentation (for short listed candidates).

## 2. Skills & Aptitudes

### ESSENTIAL

- 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.

### DESIRABLE

### ASCERTAINED BY

- Application form and for short listed candidates, interview questions.
- Assessment Centre.





## Head of ALN and Wellbeing Person Specification (continued)

<b>3. Qualifications &amp; Training</b>	<p><b>ESSENTIAL</b></p> <ul style="list-style-type: none"> <li>● A qualified teacher or educational psychologist.</li> </ul>	<p><b>DESIRABLE</b></p> <ul style="list-style-type: none"> <li>● Post Graduate Management qualification.</li> </ul>	<p><b>ASCERTAINED BY</b></p> <ul style="list-style-type: none"> <li>● Application form and verification of examination certificates.</li> </ul>
<b>4. Attitude &amp; Motivation</b>	<p><b>ESSENTIAL</b></p> <ul style="list-style-type: none"> <li>● Highly motivated and committed to delivering a high quality service.</li> <li>● Able to successfully use a range of leadership styles.</li> <li>● Ability to motivate and encourage colleagues.</li> <li>● Capacity to build productive partnerships with other organisations.</li> <li>● Good understanding of service needs in the context of the wider Council agenda.</li> <li>● Ability to influence and present a sound business case on issues relating to service and to the Council as a whole.</li> <li>● Commitment to the Council’s equalities agenda, excellent customer service and staff engagement.</li> </ul>	<p><b>DESIRABLE</b></p>	<p><b>ASCERTAINED BY</b></p> <ul style="list-style-type: none"> <li>● Application form.</li> <li>● Interview (for short listed candidates).</li> <li>● Presentation (for short listed candidates).</li> </ul>
<b>3. Other</b>	<p><b>ESSENTIAL</b></p> <ul style="list-style-type: none"> <li>● Personal and professional credibility.</li> <li>● Drive, energy and enthusiasm to sustain an extensive agenda.</li> <li>● Capacity to work outside of normal office hours and attend evening meetings as and when required.</li> <li>● Ability to drive/travel throughout the Vale or between locations as appropriate.</li> <li>● Ability to speak / learn Welsh.</li> </ul>	<p><b>DESIRABLE</b></p> <ul style="list-style-type: none"> <li>● Casual car user rate will apply if it is deemed necessary by the council/your manager for you to use your own car.</li> </ul>	<p><b>ASCERTAINED BY</b></p>