

Matter which the Chair has decided is urgent by need of the reason to advise Members as soon as possible and having regard to the Senior Management Committee meeting being held on 1st October 2024.

Meeting of:	Senior Management Appointment Committee
Date of Meeting:	Tuesday, 01 October 2024
Relevant Scrutiny Committee:	No Relevant Scrutiny Committee
Report Title:	Appointment to the Post of Head of Additional Learning Needs
Purpose of Report:	To endorse the appointment to the post of Head of Additional Learning Needs.
Report Owner:	Rob Thomas, Chief Executive
Responsible Officer:	Rob Thomas, Chief Executive
Elected Member and Officer Consultation:	Officers have been involved in the initial round of interviews and associated recruitment activity.
Policy Framework:	This is a matter for consideration by the Senior Management Committee
<p>Executive Summary:</p> <ul style="list-style-type: none"> On 4th June, a report was presented to the Senior Management Appointment Committee ("SMAC") outlining the process for seeking to appoint to the post of Head of Additional Learning Needs. That report can be found on the following link: https://www.valeofglamorgan.gov.uk/Documents/ Committee%20Reports/Senior-Management-Appointment/2024/24-06-04/Recruitment-and-Selection-ALN-NS-and-HDS.pdf Following a competitive and robust recruitment campaign it was not possible to identify a suitable candidate for progressing through to SMAC and accordingly we have now sought to secure a suitable candidate on a 2-year secondment basis by offering up the opportunity through our schools. A suitable secondment has been secured following a robust interview process and Members are asked to endorse the appointment to the seconded position for a period of 2 years. 	

Recommendations

1. T H A T the Committee endorse the appointment to the post of Head of Additional Learning Needs based on a 2-year secondment.
2. T H A T Committee delegate residual appointment details, as appropriate, to the Chief Executive, in consultation with the Director of Learning and Skills.

Reasons for Recommendations

1. To endorse the appointment to the post based on a 2-year secondment.
2. To ensure that all Council functions are met within this area.

1. Background

- 1.1 Following an internal promotion the role of Head of Additional Learning Needs became vacant. This is a key role within the Learning and Skills Directorate, a high-profile role with significant and growing demand.

2. Key Issues for Consideration

- 2.1 Following the approval by the SMAC on 4th June, 2024 the recruitment and selection procedures were progressed under delegated authority to the Chief Executive, in consultation with the Cabinet Member for Education, Arts and the Welsh Language, the Director of Learning and Skills and Head of Human Resources and Organisational Development. A competitive and robust recruitment process followed, involving interview and a Headteacher panel-led presentation.
- 2.2 Twelve candidates were short listed for interview, three were shortlisted and 2 attended interview. Although the candidates possessed essential key skills, it was determined they had not sufficiently demonstrated the required competencies and values-driven behaviours for the position. Following a review involving the Learning and Skills Director, the broader learning and skills leadership team and the OD and HR team, a decision was made to re-advertise the role as a two-year secondment opportunity, in the hope it may attract some of our highly skilled and experienced Headteachers.
- 2.3 The role was re-advertised in late August / early September 2024, leading to several informal discussions between a small number of Headteachers and the Director of Learning and Skills, exploring the role's requirements and commitments.

- 2.4** Miss K. R. Williams was put forward for interview and panel-led Headteacher presentation, which took place during the week commencing 22nd September, 2024.
- 2.5** Therefore, the Director of Learning and Skills seeks to formalise the appointment to the seconded position for a period of two years. The secondment would be on the Teachers Pay terms and conditions and not Chief Officer terms and conditions and will be reviewed annually during the term, which will include adoption of the Chief Officer performance review process to robustly track performance. The candidate selected possesses an exceptional CV and proven track record in both ALN provision and school leadership.
- 2.6** In a recent Estyn inspection, reported in September 2024 their school achieved an 'excellent' rating across all areas, with their leadership described as 'visionary'. *The report further highlights their 'bold, determined and inspirational leadership' noting their 'high expectations for pupil 'and success in fostering an ambitious, shared vision for the school'.*
- 2.7** Recognised as a key talent, this appointment is expected to retain and develop the expertise for future success.

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

- 3.1** The post will require partnership working and collaboration with a number of stakeholders and partners to deliver their duties and contribute to the Council's Wellbeing Objectives and Corporate Plan. The role description for the post outlines the contribution each senior post is expected to make to the organisation in pursuing the well-being objectives and demonstrating the five ways of working as they deliver their duties.

4. Climate Change and Nature Implications

- 4.1** There are no Climate Change and Nature Implications as a direct result of this report and process, however the roles will each contribute to the Council's Project Zero agenda.

5. Resources and Legal Considerations

Financial

- 5.1** The funding for the post is already included in the Council's budget and is core funded in the Council's employment establishment. Therefore, no additional funding is required to meet the salary costs. Any advertising and other expenditure associated with the recruitment exercises will be met from existing budgets.

Employment

5.2 The employment implications are outlined in the body of the report.

Legal (Including Equalities)

5.3 The recruitment process described in the body of this report are compliant with Local Government, Employment and Equalities legislation. The recruitment process has been 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

The role description for the post is provided for Members in Appendix A.

Head of Additional Learning Needs and Wellbeing – Chief Officer Role Profile

Job Title	Head of Additional Learning Needs (ALN) and Wellbeing
Post Reference	Y-AA-AA001
Grade	Head of Service
Directorate	Learning and Skills
Location	Civic Offices, Barry & Remote Working
Responsible to:	Director of Learning and Skills
Responsible for:	<p>Additional Learning Needs provision and support services, including the ALN Act, support for pupils with complex needs, educational psychology, specialist services and responsibility for school based ALN resource units.</p> <p>Working collaboratively across the Learning and Skills Directorate to ensure appropriate wellbeing support and provision for schools, learners and families.</p> <p>Safeguarding, taking lead responsibility for discharging safeguarding duties in education.</p>

Role Overview:

The Vale of Glamorgan Council is committed to providing high-quality education and support services to our Communities. We strive to create an inclusive and supportive environment where every child can achieve their full potential. Our values of Open, Together, Ambitious, and Proud guide our actions as we work collaboratively to enhance the wellbeing and educational outcomes of all learners.

The Head of Additional Learning Needs and Wellbeing will play a crucial role in a phased implementation of the ALN Act, assistance for pupils with complex needs, educational psychology, and specialist services. Collaboration is paramount, and you will forge close ties with colleagues across the Learning and Skills Directorate and other areas of the Council to ensure comprehensive support for schools, pupils, and families.

Our Values:

	Behaviour	What it means to this role:
Ambitious	Forward thinking, embracing new ways of working and investing in our future.	<ul style="list-style-type: none"> ○ Innovation: strategic leadership drives ambitious innovation, embracing transformative practices. ○ Continuous Improvement: Ambition is reflected in the pursuit of continuous improvement, both for educators and learners.

Open	Open to different ideas and being accountable for the decisions we take.	<ul style="list-style-type: none"> ○ Transparency: ensures transparency in the decision-making processes, engaging with stakeholders openly. ○ Inclusion: By championing diversity and equity, we create an open and inclusive environment for all. ○ Communication: Regular communication with staff, schools, and the community fosters openness and trust.
Together	Working together as a team that engages with our customers and partners, respects diversity and is committed to quality services.	<ul style="list-style-type: none"> ○ Partnerships: collaborating with both internal and external stakeholders and partners to create seamless educational pathways. ○ Engagement: Engaging with elected members, and officers across the Council and Schools, ensures collective decision-making and shared vision.
Proud	Proud to serve our communities and to be part of the Vale of Glamorgan Council.	<ul style="list-style-type: none"> ○ Educational Excellence: we take pride in promoting educational excellence, ensuring high standards across all settings. ○ Student Achievement: Celebrating student achievements and well-being reflects pride in their progress.

Job Description:

As the Head of Additional Learning Needs and Wellbeing, you will:

Operational Excellence

- Lead a cross-Directorate and multi-agency approach to develop a whole-school approach to social, emotional, mental health, and wellbeing.
- Act as the Local Authority Designated Lead Officer for Safeguarding in Education, ensuring robust safeguarding policies and practices.
- Ensure the commissioning, delivery, and continuous improvement of services, aligned with the Council's aims and objectives.
- Continually review Additional Learning Needs provision to ensure it meets needs, maintains high quality, and is efficient.
- Ensure the needs of pupils with additional learning needs are identified, assessed, and that appropriate provision is made.
- Secure effective delivery of prevention, early intervention, and support services in partnership with other agencies.
- Support schools to secure the wellbeing of learners through the provision of information and targeted services.
- Support the development of leadership, skills and expertise in schools regarding Additional Learning Needs.
- Contribute to identifying schools causing concern and support their improvement.

- Develop strategies in response to changing demographics and needs, in line with legislative and policy requirements.
- Develop and maintain strategies for effective engagement and participation of children, young people, and parents/carers in service provision decisions.

Strategic Leadership

- As the Head of Service for Additional Learning Needs and Wellbeing provide clear vision and leadership that embodies the Council's values.
- Collaborate with the Director of Learning and Skills to develop and implement strategic plans aligned with the council's vision, Corporate Plan and values to enhance the provision of additional learning needs and wellbeing support.
- Work with colleagues to establish and embed an organisation culture that supports and promotes the right behaviours and performance to ensure the delivery of outcomes that meet the Corporate Plan and strategic objectives of the Council.
- Through own behaviours, be a role model for the leadership behavioural competencies; promoting and supporting the embedding of the Council's values and behavioural competencies throughout all levels of the organisation to build the organisation's culture.
- Look for opportunities within the directorate to innovate and transform the functions to deliver continuous improvement and evolve the operation to meet the changing opportunities and challenges faced by the Council.

Team Management

- Lead teams and foster a learner-focused, values-driven culture, inspiring people within the Service Area and across the Council to deliver great results.
- Provide guidance, support, and professional development opportunities to enable staff to excel in their roles.
- Cultivate a strong culture of performance management, ensuring high levels of performance and continuous service development.
- Create and communicate clarity of direction and purpose for staff at all levels in the context of the strategic aims and ambitions of the Council.

Stakeholder Engagement

- Build and maintain effective relationships with elected members, senior leaders, school colleagues, regulatory bodies, external partners and other stakeholders, promoting transparency, accountability, and trust.
- Act as a key point of contact for external agencies, representing the Local Authority's interests and advocating for positive change within the community.
- Collaborate with internal and external stakeholders to drive positive change and enhance service delivery, including working closely with members, peers, and partner organisations.
- Support and collaborate with Cabinet Members, Scrutiny Members, and all Elected Members in their roles. Attending relevant committees and meetings as required.
- Foster partnerships with other Council services, external organisations, schools, parents, and community groups to achieve shared objectives.

General Duties

- Ensure effective management, planning, and deployment of budgets and resources in line with service plans and strategic objectives.
- Maximise income and external funding opportunities in line with Council policy.
- Explore opportunities to improve the effectiveness and efficiency of services through collaboration and partnership working.
- Facilitate and participate in the introduction of policies, procedures, and practice to support the achievement of the objectives of the Council.
- Ensure that the principles of equality of opportunity are integrated and actively pursued both within the Directorate and in all areas of service provision.
- Ensure continuing compliance with Council policy, procedure and legislation including those related to the management of employees, health and safety, customer relations, safeguarding, information, equalities, the environment, and those specifically set out in Financial and Contract Procedure Rules.

In addition to the duties set out above, the postholder will be required to undertake such additional duties which may result from changing circumstances, but which may not of necessity change the general character or level of responsibility accorded to the post.