

Meeting of:	Senior Management Appointment Committee
Date of Meeting:	Tuesday, 14 October 2025
Relevant Scrutiny Committee:	No Relevant Scrutiny Committee
Report Title:	Recruitment and Selection details for the post of Head of Additional Learning Needs
Purpose of Report:	To set out the recruitment and selection arrangements for the post of Head of Additional Learning Needs
Report Owner:	Liz Jones, Director of Learning and Skills
Responsible Officer:	Liz Jones, Director of Learning and Skills
Elected Member and Officer Consultation:	The relevant Service Directors, Cabinet Members and Head of HR & Organisational Development have been involved in the development of the proposals as set out in this report.
Policy Framework:	The final decision of the Senior Management Appointments Committee will be referred to Full Council for information
Executive Summary: The report sets out the recruitment and selection arrangements proposed for the position of Head of Additional Learning Needs The report recommends that delegated authority be granted to the Director of Learning and skills in consultation with the relevant Cabinet Member, and the Head of HR & OD and the Leader to progress: • advertising the positions • progressing the necessary arrangements for long-listing and any necessary assessment of candidates in advance of shortlisting • drawing up a final short-list for interviews, the interviews of which will be undertaken by future meetings of this Committee, and to • agree costings and resource requirements relating to the processes required to pursue the recruitment and selection processes.	

Recommendations

1. It is recommended that Senior Management Appointments Committee approve the recruitment and selection arrangements at this meeting of the Committee as described for the position in the body of this report.
 - a. advertising the positions;
 - 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 interviews, the interviews of which will be undertaken by future meetings of this Committee, and to;
 - d. agree costings and resource requirements relating to the processes required to pursue the recruitment and selection processes.

Reasons for Recommendations

1. To ensure the appointments are 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 This report sets out proposals for recruitment to the position of:
 - Head of Additional Learning Needs
- 1.2 The report is being presented to Committee as the role had previously been filled on a secondment basis since October 2024; however, the secondee has been requested to return to their substantive post from 3 November 2025, necessitating the commencement of a formal recruitment process at pace.
- 1.3 Given that Additional Learning Needs is currently identified as a risk on the Council's Corporate Risk Register, progressing a permanent appointment is considered a priority.
- 1.4 Accordingly, it is necessary to commence the recruitment process and progress arrangements for the appointment to this post in line with the Council's established recruitment and selection procedures.

2. Key Issues for Consideration

- 2.1 On the basis of the above, it is proposed to advertise the post internally only, including within schools, in line with the Council's recruitment policy for posts under £100,000. This approach supports the need to progress the recruitment process at pace, while ensuring that potential candidates possess a working knowledge of school practices, which is essential for the effective delivery of the role.

- 2.2** The current version of the Recruitment Pack has been reviewed to reflect current requirements and are attached at:

Appendix A – Head of ALN Recruitment Pack

- 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 the relevant Cabinet Member and Head of HR and Organisational Development:

- Advertising
- long-listing for any assessment process
- subsequent shortlisting, in advance of the final interviews with Senior Management Appointments Committee at future meetings.

- 2.4** In conjunction with the Director of Learning and Skills, Human Resources will undertake an exercise to identify appropriate assessment processes and where, and if 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 shortlists are arranged.

- 2.6** Given the seniority of the posts, the following timeline is being worked towards.

14 October 2025	Senior Management Appointments Committee
14 – 19 October 2025	Advertising of roles, internally only
20 October 2025	Initial shortlisting of candidates
23 October 2025	First Stage interview
27 October 2025	Senior Management Appointment Committee meetings for final interviews

- 2.7** The above timescales maybe subject to change, depending on availability of candidates.

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

- 3.1** Each of the posts 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 descriptions for the posts outline 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 posts is already included in the Council's budget and are core funded in the Council's employment establishment. As a consequence, 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 processes 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

Appendix A – Head of ALN Recruitment Pack



Head of Additional Learning Needs

Are you passionate about driving transformative change in education, ensuring every learner thrives in a mainstream environment? We invite you to take on a unique role as a dedicated and visionary leader in this pivotal role. You will lead our mission to deliver inclusive, high-quality education and support services that empower all learners to succeed. Join us in fostering a positive, inclusive learning environment where your leadership will create meaningful change and leave a lasting impact on our community.

The Role:

We are seeking a dedicated and visionary leader to take on the role of Head of Additional Learning Needs. This role is crucial in leading the transformation of ALN practices within schools, with a primary focus on fostering a culture of inclusion that ensures all learners, regardless of their needs, thrive in education. As a key contributor to the Council's corporate priorities, you will play a significant role in shaping and implementing policy and strategy related to ALN.

Collaboration is central to this role, as you will work closely with colleagues across the Learning and Skills Directorate, other Council departments, schools, and community partners to provide comprehensive support for schools, pupils, and families. Additionally, you will be responsible for regularly updating senior leadership colleagues and elected members on progress, challenges, and strategic initiatives, ensuring alignment with the Council's broader objectives and maintaining transparency throughout the transformation process.

Key Responsibilities:

- **Strategic Leadership:** Drive transformational leadership that fosters inclusion, supports innovative practices, and ensures that all learners, including those with additional needs, succeed in mainstream education settings, aligning with the Council's long-term objectives.
- **Operational Management:** Ensure the effective delivery and continuous improvement of ALN services, focusing on integrating these services within mainstream teaching practices while maintaining high standards.
- **Safeguarding:** Lead as the Local Authority Designated Lead Officer for Safeguarding in Education, ensuring robust safeguarding policies and practices are in place and effectively implemented.
- **Collaboration:** Build and maintain strong collaborative relationships with Council teams, schools, and community stakeholders, creating joint pathways that drive sustainable change and long-term solutions for inclusive education.
- **Team Leadership:** Inspire, manage, and develop diverse teams, promoting a values-driven culture that emphasises innovation, collaboration, and continuous improvement, while also providing professional development opportunities.



Head of Additional Learning Needs

Key Responsibilities (continued):

- **Stakeholder Engagement:** Engage and influence elected members, senior leaders, school colleagues, regulatory bodies, and external partners to support and adopt transformation initiatives that enhance ALN and wellbeing practices across the Council and within schools.
- **Service Improvement:** Lead innovation and drive transformation within the directorate, wider Council and Schools, ensuring continuous improvement and the ability to adapt to evolving educational needs and challenges.

What We're Looking For:

We are seeking a dynamic leader with a strong background in teaching and learning, proven experience in driving large-scale educational transformation, and the ability to lead diverse teams toward achieving long-term sustainable change. The successful candidate will demonstrate the ability to lead diverse teams in achieving long-term, sustainable change. A background in senior strategic leadership within educational settings, is essential. We are looking for someone deeply committed to inclusivity, safeguarding, and fostering positive outcomes for children with additional learning needs. If you are someone who is driven by personal and professional development and constantly seeks to enhance your leadership and impact, we want to hear from you.

Why join us?

You will gain exposure to high-level strategic decision-making, engage in cross-sector collaboration, and have the chance to influence educational practices on a systemic level. In this role, you will shape the future of inclusive education in the Vale of Glamorgan, leaving a lasting legacy. Your efforts will directly impact the lives of thousands of learners, ensuring that every child, regardless of their needs, has the opportunity to thrive in a supportive mainstream environment.

Join Us:

If you are passionate about leading transformative change in education, collaborating with a wide range of stakeholders, and making a tangible difference in the inclusion and success of all learners, we invite you to apply. Join us in shaping the future of education in the Vale of Glamorgan and making a difference in the lives of our learners. Apply now to become our next Head of Additional Learning Needs!

Interviews will take place on 23/10/25



About the Vale of Glamorgan Council



Welcome to the Vale of Glamorgan, a region known for its vibrant communities and unwavering commitment to educational excellence. As one of Wales's top-performing local authorities, we take pride in our innovative approaches and strong leadership, which are reflected in our outstanding Estyn inspection results. Our culture is deeply rooted in the values of being Open, Together, Ambitious, and Proud, creating an inclusive environment where every team member actively contributes to our collective goals.

Join our dynamic Learning and Skills Directorate, where collaboration and shared vision drive everything, we do. You will work alongside dedicated professionals from various disciplines, all united by a passion for excellence in education and a commitment to fostering positive behavioural change. Our culture is built on mutual respect, continuous learning, and a shared determination to achieve impactful results that make a tangible difference in the lives of our learners.

Our Vale is a tapestry of diverse communities, each with its own unique educational aspirations and challenges. From bustling urban centres to picturesque rural villages and stunning coastal areas, we understand the importance of tailoring our educational initiatives to meet the diverse needs of our residents. With a population exceeding 130,000 residents, our impact on education reaches every corner of the Vale of Glamorgan. Whether it's through our schools, youth services, or adult learning programs, we're dedicated to nurturing the potential of every individual and ensuring equal access to quality education for all.

Our team of over 5,000 staff members aim for educational excellence in everything they do. From teachers and support staff to administrative professionals and community educators, each member of our team plays a vital role in shaping the future of our communities. Collaboration and partnership are at the heart of our success. Our schools, families, and community partners work hand in hand to ensure that every learner has the opportunity to achieve their full potential. This collaborative spirit is integral to our success and is reflected in the strong support networks and resources available to our staff and students.

Join us in the Vale of Glamorgan, where you will find a supportive and inspiring community dedicated to making a meaningful difference in the lives of our children and young people. Your expertise and leadership will be instrumental in driving positive change and ensuring that our learners receive the best possible support and education.



Our Values



At the Vale of Glamorgan Council, our core values—Open, Ambitious, Together, and Proud—guide our actions and decisions. In this role, you will lead by embodying these values, driving innovative practices, fostering collaboration, and championing educational excellence.

OPEN:

Being open in this role means fostering a culture of transparency, where decision-making processes are clear, and communication is honest and inclusive. You will engage openly with stakeholders, ensuring that staff, schools, and the community are well-informed and involved, building trust and a sense of belonging.

AMBITIOUS:

As the Head of Additional Learning Needs, ambition translates to leading transformative change. You will set high standards, drive continuous improvement, and cultivate an environment where all learners, including those with additional needs, are supported to succeed in mainstream education. Your ambition will be reflected in your commitment to innovation and excellence.

TOGETHER:

Collaboration is key to our success. In this role, you will work closely with internal and external partners, fostering strong relationships built on mutual respect and a shared commitment to quality services. By embracing diversity and working together, you will create seamless support systems that enable all learners to thrive.

PROUD:

Taking pride in your role means being a passionate advocate for positive change and high standards in education. You will celebrate the achievements of students, promote educational excellence, and represent the values of the Vale of Glamorgan Council with integrity and enthusiasm.

By embracing our values of Open, Ambitious, Together, and Proud, you will help cultivate a work environment that fosters trust, collaboration, and a deep sense of belonging. These values are not just principles for internal interactions—they guide how we engage with everyone we work with. We are committed to upholding these values in all aspects of our work, ensuring that our relationships are built on integrity, respect, and shared success.

Our Future Plans

Thank you for your interest in the Head of ALN role.

At the Vale of Glamorgan Council, we are committed to building vibrant, sustainable communities, guided by our Vale 2030 wellbeing objectives. As a key leader in this mission, your role will be pivotal in shaping the future of inclusive education, ensuring that every learner, regardless of their needs, has the opportunity to thrive in a supportive environment.

This role is strategically positioned to influence the Council's broader objectives, making it critical to our mission of creating an inclusive, thriving educational environment. Your proven leadership skills and past experience in driving large-scale educational transformation will be crucial in contributing to the Council's vision of a future where all learners are valued and supported.

As Director of Learning and Skills, it is my role to support the Chief Executive in the delivery of this plan. I am passionate about public service, believing it is about fostering strong communities, safeguarding the vulnerable, expanding life choices, and helping everyone achieve their potential. I am looking for a leader who shares this passion and has a demonstrated track record of delivering impactful results in similar roles.

We are a consistently high performing local authority with a strong record of achievement across service areas, as recognised in our recent Estyn inspection. Our Sustainable Communities for Learning Programme has seen extensive capital investment across our school estate including the delivery of Wales's first Zero Carbon school with the provision of facilities for pupils with ALN being central to our programme.

As the leader your experience in managing and leading transformation projects will be vital in continuing our momentum and expanding our efforts to create an inclusive educational landscape.

Although we are working in increasingly challenging times, this role offers exciting opportunities to shape and influence service delivery across the Council and with our partners. To succeed, you will need a deep understanding of the context within which we operate and a passion for achieving better outcomes for our citizens.

We invite you to bring your expertise and leadership to this transformative journey in education. If you are driven by the desire to make tangible, sustainable changes in inclusive education and have the experience to lead a two-year secondment that will leave a lasting impact, we look forward to receiving your application.

Liz Jones

elizjones@valeofglamorgan.gov.uk
07521 754195



Head of Additional Learning Needs

Chief Officer Role Profile (continued)



Job Title	Head of Additional Learning Needs (ALN)
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	• Securing strong strategic leadership for ALN in schools that ensures effective curriculum development and high-quality teaching and learning to meet the needs of all learners. • 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. • Working collaboratively across council directorates to ensure appropriate support and provision for schools, learners and families. Safeguarding, taking • lead responsibility for discharging safeguarding duties in education.

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 is a critical role focused on driving the transformation of ALN practices in schools, ensuring that all learners, regardless of their needs, are supported to attend mainstream schools where possible. This role will involve leading a cultural shift within the education system, collaborating with various stakeholders, including Council teams, schools, and community partners, to foster an inclusive and supportive environment for all students.

Head of Additional Learning Needs

Chief Officer Role Profile (continued)

Our Values:

Behaviour

What it means to this role:

AMBITIOUS

Forward thinking, embracing new ways of working and investing in our future.

- **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.

- **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.

- **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.

- **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



Head of Additional Learning Needs and Wellbeing

Chief Officer Role Profile (continued) Head of Neighbourhood Services

JOB DESCRIPTION

As the Head of Additional Learning Needs (ALN), you will:

Operational Excellence:

- Take on the role of the Local Authority Designated Lead Officer for Safeguarding in Education, ensuring robust safeguarding policies and practices.
- Lead a cross-Directorate and multi-agency approach to develop a whole-school strategy that integrates ALN with teaching and learning practices and ensures social, emotional, and mental health wellbeing.
- Collaborate with schools to identify and implement strategies that promote inclusion and support for all learners.
- Ensure the effective delivery and continuous improvement of ALN services that align with the Council's strategic objectives, and results in measurable improvements in inclusion and learner. Drive the development of leadership skills within schools to foster an environment that supports ALN integration into mainstream teaching.
- Ensure the commissioning, delivery, and continuous improvement of services, aligned with the Council's aims and objectives.
- 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.
- Provide visionary leadership to drive the transformation of practices in schools, ensuring that all learners are supported within mainstream education settings.
- Collaborate with the multi-disciplinary directorate leadership team to implement strategic plans that drive the ethos of supporting learning to attending a mainstream school if suitable, and align with the Council's broader educational objectives.
- Champion a cultural shift in educational practices, focusing on inclusion and long-term sustainable change through collaboration with schools, Council teams, and community partners.
- Lead by example, promoting the Council's values and demonstrating leadership behaviours that inspire and motivate teams to embrace change and deliver high-impact results.
- Collaborate with colleagues to drive continuous improvement and innovation, ensuring the directorate and schools adapts to evolving challenges delivering transformational change.

Head of Additional Learning Needs

Chief Officer Role Profile (continued)

- Lead with a forward-looking approach, anticipating future educational trends and challenges, and adapting strategies accordingly.

Team Management:

- Lead and manage a diverse team of managers, fostering a values-driven culture that emphasises collaboration, innovation, and continuous improvement.
- Implement flexible organisational structures that deliver the transformation agenda and respond effectively to the evolving needs of learners and schools.
- Drive performance management processes to ensure that all team members deliver sustainable and tangible outcomes that align with the Council's long term strategic objectives.
- Provide guidance, support, and professional development opportunities to enable staff to excel in their roles.

Stakeholder Engagement:

- Develop strong partnerships with internal and external stakeholders, including elected members, school leaders, and community groups, to create joint pathways for change.
- Influence and persuade key stakeholders to adopt and support transformation initiatives that enhance ALN and wellbeing practices across the Council and within schools.
- Act as a key liaison between the Local Authority, schools, and the community, ensuring that all parties are engaged in and committed to the transformation agenda.
- Develop and implement strategies for meaningful community engagement, ensuring that the voices of parents, carers, and community groups are integral to shaping ALN and wellbeing practices.

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 drive 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.

Head of Additional Learning Needs

Person Specification

	ESSENTIAL	DESIRABLE	ASCERTAINED BY
1. Experience	• Demonstrable experience in leading large-scale transformation projects within an educational context, • Strong background in teaching and learning, with a deep understanding of the curriculum and how ALN and wellbeing practices can be integrated into mainstream education. • Proven ability to manage and lead diverse teams in a complex organisational environment, with experience in organisational design and flexible structure development. • Experience in influencing and collaborating with a wide range of stakeholders, including elected members, to drive change and achieve strategic goals. • Expertise in the effective communication of complex information to a range of non-specialist audiences. • Evidence the ability to prioritise and manage complex and competing high-profile challenges. • Experience of successful financial/performance management • Demonstrable experience of partnership/ collaborative working.	• Experience of Estyn inspections.	• CV and cover letter • Assessment Centre activities
2. Knowledge	• Strong understanding of policies, legislation, and best practice relating to Additional Learning Needs and Wellbeing. • Awareness and understanding of current Education issues and challenges, including safeguarding.		• CV and cover letter • Assessment Centre activities
3. Skills & Aptitudes	• A strategic thinker, with the ability to develop and implement strategies that drive the achievement of organisational objectives.		• CV and cover letter • Assessment Centre activities

Head of Additional Learning Needs

Person Specification

3. Skills & Aptitudes (Continued)

ESSENTIAL

- Exceptional leadership and management skills, with the ability to inspire and guide managers, teams and elected members through transformational change.
- Strong collaboration and influencing skills, with the ability to build consensus and create joint pathways with Council teams, schools, and communities with evidence of impact.
- Ability to drive personal and professional development, with a strong track record of self-improvement and learning.
- Proven ability to manage performance and deliver tangible results that have a significant impact at the organisational level.

DESIRABLE

ASCERTAINED BY

4. Qualifications & training

- A qualified teacher or educational psychologist.

- Leadership and Management Qualification

- CV and cover letter

5. Attitude & Motivation

- Highly motivated and driven to lead transformative change, with a passion for inclusive education and improving outcomes for all learners.
- Adaptable, flexible, and innovative, with a willingness to challenge the status quo to achieve strategic objectives.
- Committed to continuous personal and professional development, with a strong focus on delivering tangible results.
- An inspiring leader, able to engage diverse team members to deliver exceptional performance in a challenging environment.
- A passionate role model of the values of the Council.

- CV and cover letter
- Assessment Centre activities

Head of Additional Learning Needs

Person Specification

6. Other

ESSENTIAL

- 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.

DESIRABLE

- Ability to speak or learn Welsh

ASCERTAINED BY

- CV and cover letter
- Assessment Centre activities