



Head of Additional Learning Needs and Wellbeing



Are you passionate about transforming the lives of children and young people with additional learning needs? The Vale of Glamorgan Council is seeking a dedicated and visionary leader to become our next Head of Additional Learning Needs and Wellbeing. In this pivotal role, you will spearhead our efforts to provide inclusive, high-quality education and support services, ensuring that every learner can thrive. Join us in our commitment to fostering a positive and inclusive learning environment where your leadership will drive meaningful change and make 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 and Wellbeing. This role is crucial in implementing the ALN Act and supporting 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, Schools and beyond to ensure comprehensive support for schools, pupils, and families.

Key Responsibilities:

- **Strategic Leadership:** Provide visionary leadership to develop and implement strategic plans for ALN and wellbeing, aligning with the Council's vision and objectives.
- **Operational Management:** Ensure the effective delivery and continuous improvement of ALN services, meeting the needs of pupils and maintaining high standards.
- **Safeguarding:** Act as the Local Authority Designated Lead Officer for Safeguarding in Education, ensuring robust safeguarding policies and practices.
- **Collaboration:** Work closely with internal and external stakeholders, fostering partnerships to enhance service delivery and support for schools, pupils, and families.
- **Team Leadership:** Inspire and manage teams, promoting a values-driven culture and providing professional development opportunities.
- **Stakeholder Engagement:** Build and maintain effective relationships with elected members, senior leaders, school colleagues, regulatory bodies, and external partners.
- **Service Improvement:** Drive innovation and transformation within the directorate to deliver continuous improvement and adapt to changing needs.

What We're Looking For:

We are seeking a dedicated leader with significant experience in managing additional learning needs and wellbeing services. The ideal candidate will have a strong background in strategic leadership, particularly in educational settings, either as a teacher or educational psychologist. A deep commitment to inclusivity, safeguarding, and fostering positive outcomes for children with additional learning needs is essential. If you are passionate about making a difference and driving positive change, we want to hear from you.

Join Us:

If you are ready to embark on a journey of innovation, collaboration, and impact, we want to hear from you. 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 and Wellbeing!

Interviews will take place on 3 July 2024





About the Vale of Glamorgan Council

Welcome to the Vale of Glamorgan, an area celebrated for its breathtaking coastline, rich cultural heritage, and vibrant communities. As one of Wales's top-performing local authorities, we pride ourselves on our commitment to excellence, innovation, and the wellbeing of our residents. The Vale of Glamorgan is not only a picturesque place to live and work but also a dynamic and supportive environment for education professionals.

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

Our organisational culture is built on the core values of being Open, Together, Ambitious, and Proud. These values guide everything we do, fostering a collaborative and inclusive atmosphere where every team member is empowered to contribute to our shared goals. We believe in being transparent and approachable, working together as a cohesive unit, striving for excellence in all our endeavours, and taking pride in our achievements and our community.

The Vale of Glamorgan has recently received positive Estyn inspection reports, which commend our innovative approaches, strong leadership, and commitment to continuous improvement. These accolades are a testament to our dedication to creating inclusive and effective learning environments where all students can succeed.

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. As a public body, we take the long-term impact of our decisions seriously. By prioritising the wellbeing of future generations, we ensure that our educational initiatives not only meet the needs of today but also lay the foundation for a brighter, more prosperous tomorrow.



Our Values



Embracing Openness, Ambition, Togetherness, and Pride: Our Core Values at Vale of Glamorgan Council

At the Vale of Glamorgan Council, our values are not just words on a page—they are the pillars that guide our actions, decisions, and interactions. We wholeheartedly believe in being Open, Ambitious, Together, and Proud, and we embody these values in everything we do.

OPEN:

We foster an environment of transparency and accessibility. We believe in open communication, where ideas and information flow freely. We encourage dialogue, active listening, and constructive feedback. By being open, we create a culture that values diverse perspectives and promotes collaboration, ensuring that everyone's voice is heard.

In this role, being open means fostering transparency in decision-making processes, engaging with stakeholders openly, and ensuring effective communication with staff, schools, and the community to build trust and inclusivity.

AMBITIOUS:

We are forward thinking and seek to embrace new ways of working with our colleagues, partners, residents, and those who do business in the Vale of Glamorgan. We invest in our future, whether that is the skills of our workforce, the assets that we utilise or our relationships with others. We value the trust placed in us by our community and are ambitious to delivery excellence in all that we do on their behalf.

As Head of Additional Learning Needs and Wellbeing, ambition translates to driving innovative practices, embracing new ways of working, and continuously striving for improvement. This role requires a forward-thinking approach to enhance the provision of ALN services and wellbeing support.

TOGETHER:

Collaboration is the cornerstone of our success. We believe that by working together, we achieve more. We foster a culture of teamwork, where individuals across departments and disciplines come together to tackle challenges, share knowledge, and leverage their collective strengths. This is especially important in Corporate Resources. We actively seek opportunities to collaborate with every part of the Council, including importantly with our schools, with our community, partners, and stakeholders, recognising that together, we can make a greater impact.

Working together involves collaborating with internal and external partners, respecting diversity, and committing to quality services. It means building strong relationships with colleagues, schools, and community partners to create seamless support for all learners.



Our Values (continued)

PROUD:

We take immense pride in serving the Vale of Glamorgan and its residents. We are proud of our achievements, the positive impact we make, and the dedication of our team. We celebrate our successes, both big and small, and recognise the efforts of our staff in delivering exceptional services. Our pride stems from our commitment to excellence, our contribution to the community, and our unwavering dedication to making a difference.

Taking pride in this role means promoting educational excellence, celebrating the achievements and wellbeing of students, and embodying the values of the Vale of Glamorgan Council. It involves being a passionate advocate for positive change and high standards in education and support services.

By embracing our values of Open, Ambitious, Together, and Proud, we cultivate a work environment that fosters trust, collaboration, and a sense of belonging. These values are not just for internal interactions—they extend to how we engage with everyone we work with. We are committed to upholding these values in all aspects of our work, ensuring that we build strong relationships based on integrity, respect, and shared achievements.



Reception
Derbynfa

Our Future Plans

Thank you for your interest in the Head of ALN and Wellbeing role. We are an organisation that thinks long term and is committed to building a legacy of vibrant and sustainable communities in the Vale. We have set out our vision for strong communities with a bright future in our corporate plan, along with our four overarching wellbeing objectives:

- To work with and for our communities
- To support learning, employment and sustainable economic growth
- To support people at home and in their community
- To respect, enhance and enjoy our environment

As Director of Learning and Skills, it is my role to support the Chief Executive in the delivery of this plan. I believe passionately that public service is about working to foster strong communities, to safeguard those that are vulnerable, to give people greater life choices, and help everybody to achieve their potential.

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.

We have made excellent progress with implementing the ALN Act and are working closely with partners to support schools to embed the Whole School Approach to Mental Health and Wellbeing. I am looking to appoint an energetic and experienced person to lead this work as well as the wider development of ALN and wellbeing services.

Although Councils are working in evermore challenging times, there are exciting opportunities for you to shape and influence service delivery in your own area, across the Council and with partners. This role requires someone who understands the context within which we are working and is as passionate about working to achieve better outcomes for our citizens as we are.

We would love to hear from you if you'd like to discuss this opportunity in more detail and look forward to receiving your application.

Liz Jones, Director of Learning & Skills

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Head of Additional Learning Needs and Wellbeing

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 us
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.



Head of Additional Learning Needs and Wellbeing Role Profile (continued)

	Behaviour	What it means to us
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.





Head of Additional Learning Needs and Wellbeing Role Profile (continued)



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.



Head of Additional Learning Needs and Wellbeing Role Profile (continued)



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.



Head of Additional Learning Needs and Wellbeing Person Specification



	ESSENTIAL	DESIRABLE	ASCERTAINED BY
1. Experience	<ul style="list-style-type: none"> • Able to demonstrate relevant and recent strategic/operational leadership experience, within a large organisation. • 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. 	<ul style="list-style-type: none"> • Experience of Estyn inspections. 	<ul style="list-style-type: none"> • CV and Cover Letter. • Assessment Centre Activities.
2. Knowledge	<ul style="list-style-type: none"> • 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. 	DESIRABLE	<ul style="list-style-type: none"> • CV and Cover Letter. • Assessment Centre Activities.
3. Skills & Aptitudes	<ul style="list-style-type: none"> • Ability to be a role model for the leadership behavioural competencies and promote the Council's values and behavioural competencies. • A strategic thinker, with the ability to develop and implement strategies that support the achievement of organisational objectives. • Excellent leadership skills, able to provide clarity to your team on the vision and purpose of their work. • Strong track record of building and nurturing productive working relationships, able to advocate for excellence, equity, and inclusivity. • Highly effective communication skills, able to influence others with impact and professional credibility, with the ability to communicate to a diverse community. 	DESIRABLE	<ul style="list-style-type: none"> • CV and Cover Letter. • Assessment Centre Activities.



Head of Additional Learning Needs and Wellbeing Person Specification (continued)

	ESSENTIAL	DESIRABLE	ASCERTAINED BY
3. Skills & Aptitudes (continued)	<ul style="list-style-type: none"> Dedicated to professional development and keeping abreast of relevant regulation and education trends. Ability to manage resources effectively, including budgets, staffing, and facilities. 		
4. Qualifications & Training	<p>ESSENTIAL</p> <ul style="list-style-type: none"> A qualified teacher or educational psychologist. 	<p>DESIRABLE</p> <ul style="list-style-type: none"> Leadership and management qualification. 	<p>ASCERTAINED BY</p> <ul style="list-style-type: none"> CV and Cover Letter.
5. Attitude & Motivation	<p>ESSENTIAL</p> <ul style="list-style-type: none"> Highly motivated senior leader, able to act as a role model to team members and peers. Adaptable and flexible to meet a variety of challenges. An inspiring leader, able to engage team members to deliver exceptional performance in a challenging environment. Innovative, change champion, who is happy to challenge the status quo to deliver on strategic objectives and solve problems. A passionate role model of the values of the Council. 	<p>DESIRABLE</p>	<p>ASCERTAINED BY</p> <ul style="list-style-type: none"> CV and Cover Letter. Assessment Centre Activities.
6. Other	<p>ESSENTIAL</p> <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. 	<p>DESIRABLE</p> <ul style="list-style-type: none"> Ability to speak or learn Welsh. 	<p>ASCERTAINED BY</p> <ul style="list-style-type: none"> CV and Cover Letter. Assessment Centre Activities.