



COUNCIL  
FOR DISABLED  
CHILDREN

# Improvement Board Toolkit

## Phase 1 Exemplar

### Job Description: SEND IB Chair

# **Job Description: Independent SEND Improvement Board Chair**

## **Purpose:**

To chair the SEND Improvement Board meetings for the Local Area Partnership, promoting a genuine partnership within the board members and creating a broad-based culture of change and collaboration for achieving and sustaining continuous improvement.

To provide strategic direction and leadership for the SEND Improvement Board, which monitors, drives improvement and quality assures the Local Area's effectiveness in identifying and meeting the needs of children and young people who have special educational needs or disabilities (SEND) against the agreed areas of work, either from the outcomes of an Ofsted/CQC Area SEND inspection or from the issuing of an Improvement Notice.

## **The Board's role:**

1. A task focused group of key partners to oversee and drive improvements detailed in the Inspection outcomes or Improvement Notice. This should include any Priority Action Plans and Areas for Improvement.
2. Has overall accountability for encouraging and empowering the partnership to resolve strategic barriers / difficulties / risks to achieving actions identified in the Priority Action Plan and reporting on progress.
3. Oversees, monitors and drives the actions identified in the Priority Action Plan.
4. Maintain oversight of key transformation activity in relation to improving services and outcomes for children and young people with SEND.
5. Report and escalate risks and issues to appropriate persons as outlined in the Terms of Reference.
6. Provides quality assurance of the data presented by members of the local area partnership to check that it evidences sufficient progress.
7. Oversees the evidence put together for the multi-agency response for 6-monthly stocktake meetings led by DFE and NHSE regional teams.
8. Individual board members to refrain from speaking publicly on behalf of the board unless agreed by the partnership.

## Chairing responsibilities:

1. Hold each of the board members to account for their contributions to improving outcomes for children and young people with SEND through the implementation of the Priority Action Plan.
2. Provide a balance of independent challenge and support to create the environment where the pace of improvement against the agreed priority areas is appropriate and sustainable.
3. Offer advice, challenge and support in an independent capacity to secure sustainable improvement in a respectful manner.
4. Support the Board to have oversight of the delivery of the sustainable improvements that are needed for children, young people and their families.
5. Facilitate the agreement of the Terms of Reference.
6. Decide with Board members the governance arrangements feeding into the Improvement Board.
7. Support the resolution of escalated risks and issues and remove all barriers to agreed activity, pace and performance.
8. Take a solutions-focused approach to ensure the best outcomes for children and young people.
9. Enable the meetings to be productive, with support and challenge from all partners.
10. Maintain regular engagement with regional colleagues from the DfE and NHSE.
11. Chair Board meetings on a monthly/regular basis as agreed.
12. Facilitate and attend other meetings as required, including stocktake meetings to inform an assessment of whether there is sufficient support and challenge to drive improvement in the Local Area Partnership.
13. Based on current experience the recommendation is that 4 days per month will be required for the Chair role, but this is for the LA to agree with their independent chair.

## Person Specification: SEND Improvement Board Chair

<p><b>Knowledge and experience</b></p>	<ul style="list-style-type: none"> <li>• Experience of successfully chairing a multi-agency board and reviewing performance data.</li> <li>• Experience working as a senior leader to successfully deliver services in an aspect of the local area partnership such as Education, Health or Social Care.</li> <li>• An understanding of partnership working across organizations and the challenges for the local system.</li> </ul>
--	--

	<ul style="list-style-type: none"><li>• An understanding of current SEND practice and legislation.</li><li>• An understanding of the Ofsted/CQC Local Area SEND inspection framework.</li></ul>
--	---

EXEMPLAR



## United for Disabled Children

The Council for Disabled Children brings people and organisations together to drive change in society and deliver a better childhood for disabled children in the UK. We interrogate policy, uncover evidence, and develop more effective ways of supporting disabled children and families. Together with National Children's Bureau we are united for a better childhood.

Let's work together: 020 7843 6000 | [cdc@ncb.org.uk](mailto:cdc@ncb.org.uk)

London: 23 Mentmore Terrace, London, E8 3PN

Part of the family  
**NATIONAL CHILDREN'S BUREAU**

National Children's Bureau is registered charity number 258825 and a company limited by guarantee number 00952717. Registered office: 23 Mentmore Terrace, London E8 3PN.