

<b>Role Title</b>	Neurodiversity & Elective Home Education Lead
<b>Job Family</b>	<b>Learning and inclusion</b>
<b>Competency Level</b>	<b>All Colleagues</b>
<b>Pay Range / Scale</b>	<b>LDR 05</b>
<p><b>Purpose</b> To strategically manage, develop, organise and control a professional service area ensuring the delivery of the service meets all Council, professional and legislative requirements.</p> <ul style="list-style-type: none"> <li>• Lead a team of Advisory teachers who deliver advice, support and interventions which enable neurodiverse children in LBWF schools to achieve their outcomes</li> <li>• Lead responsibility for meeting the LA's statutory duty to arrange suitable full-time education for children of compulsory school age who, because of neurodiverse conditions or medical needs, would otherwise not receive suitable education via SEND or Alternative provision arrangements.</li> <li>• Lead responsibility for ensuring that children and young people (CYP) have access to specialist teaching and support tailored to their individual needs.</li> <li>• Lead on the development and implementation of borough-wide strategy and policy for neurodiversity and medical home tuition provision.</li> <li>• Lead on the development and implementation of borough-wide strategy and policy for Elective Home Education support.</li> </ul>	
<b>Generic Accountabilities</b>	<b>End Results/ Outcomes</b>
Plan and ensure service delivery within a diverse environment.	<p>Control activities within the service area and ensure professional standards are delivered. The service is delivered to the quality, Council, professional and legislative standards required.</p> <p>Control activities within the service area and ensure professional standards are delivered. The service is delivered to the quality, Council, professional and legislative standards required.</p>
Advise Senior Managers, Members and others on issues relevant to the service area. Provide professional challenge and advice to colleagues, managers and partner organisations.	<p>Expert professional advice, interpretation, information, support and challenge are provided to Waltham Forest and external parties on the full range of operational, legislative and strategic issues within the field of expertise.</p> <p>Responses to major corporate or partner initiatives / complex operational issues are managed effectively.</p> <p>Major issues are managed through to a satisfactory conclusion with final decisions being made by Head of Service/Senior Management.</p>

	<p>Feedback and complaints procedures are developed and managed. Complaints are effectively resolved.</p>
<p>Ensure the development and delivery of continuous improvements in all aspects of the service.</p>	<p>Improvements are developed and delivered effectively.</p> <p>Stakeholder requirements are met.</p>
<p>Lead, motivate and develop staff to create and maintain a highly competent and participative workforce</p>	<p>Instrumental in ensuring a workforce development strategy is designed and delivered, including induction of new staff.</p> <p>The team is highly competent, effective, motivated and outcomes focussed.</p> <p>Recruitment, induction, development, performance reviews, employee relations and all HR processes and planning is completed to the required standards and timescales.</p> <p>Effective team meetings take place to required timescales.</p> <p>Regular supervision is undertaken and clear objectives set and monitored through the Council's Appraisal process.</p>
<p>Identify, secure, deploy and manage the resources necessary for the professional service area to meet/exceed its objectives</p>	<p>Resources including, equipment, people, and systems are utilised optimally and efficiently.</p> <p>Budgets are planned, developed and delivered.</p> <p>Value for money is maximised.</p> <p>Financial expenditure and financial integrity are controlled to assure regulatory and Council policy compliance.</p>
<p>Prepare and present a full range of reports (both standard and non-standard) covering area of responsibility.</p>	<p>Reports are prepared, distributed / presented to the appropriate committee/ to the required standards and timescales.</p> <p>Evidence based recommendations are made.</p>
<p>Ensure the successful implementation of health and safety legislation, policies and practices.</p>	<p>Risks to staff and others are assessed and managed.</p> <p>Suitable health and safety instruction and training are provided.</p> <p>There is a safe working environment.</p>
<p>Ensure the necessary standards relating to safeguarding best practices/protocols are effectively communicated, monitored and</p>	<p>Safeguarding standards are monitored and maintained in compliance with Council policy</p>

maintained as relevant within the scope of this post.	
Act in accordance with all policies and procedures which apply to the job and understand the reasons for this.	All policies and procedures are complied with.

<b>Job Specific Accountabilities:</b>	<b>End Results/ Outcomes</b>
Lead on development and implementation of a high-quality inclusive teaching service for neurodiverse CYP	Inclusive teaching service is fully operational, meets statutory requirements, and demonstrates improved engagement and attainment for CYP.
Lead on the development and implementation of borough-wide strategy and policy for Elective Home Education Support offering guidance on curriculum, pedagogy, and educational resources.	Inclusive Elective Home Education service is fully operational and demonstrates high quality, improved engagement and attainment for CYP and their families
Manage referrals and access routes to the Neurodiversity Service.	Streamlined referral pathways ensure timely access; service usage data shows increased efficiency and equity of access.
Lead on the oversight, statutory compliance and the quality and impact of home education provision	Local authority maintains oversight of educational provision and ensures statutory compliance.
Provide professional advice and support to schools and settings to include children with neurodiverse needs	Schools report increased confidence and capacity to support CYP; inclusion metrics improve across settings.
Lead on monitoring and reviewing arrangements for EHE cases, identifying concerns and escalating where necessary.	Safeguarding and educational concerns are addressed promptly and appropriately.
Ensure procedures and protocols are in place to routinely share data across internal and external partners.	Data sharing is secure, timely, and informs multi-agency planning; improved coordination leads to better outcomes for CYP.
Ensure CYP are assessed for specialist equipment and arrange provision and training.	CYP have timely access to appropriate equipment; training uptake leads to improved independence and learning outcomes.
Review education provision for CYP educated other than at school with EHCPs.	Provision aligns with EHCP outcomes; regular reviews ensure needs are met and progress is tracked.
Attend relevant forums, panels and meetings to ensure coordinated support.	Active participation leads to integrated support plans; cross-agency collaboration improves service delivery.

Promote continuous professional development of teachers and ensure team expertise.	Staff demonstrate up-to-date knowledge and skills; CPD records show high engagement and impact on practice.
Promote effective relationships with families, promoting trust and constructive dialogue.	Engagement with families is positive, respectful, and effective.
Develop, monitor and evaluate local authority policy on neurodiversity and Elective Home Education	Policy reflects best practice and stakeholder input; regular evaluation leads to responsive and inclusive service development.
Promote and safeguard the welfare of children, young and vulnerable people	Safeguarding protocols are embedded; CYP report feeling safe and supported in all environments/settings.

### **Nature of Contacts**

Frequent contact with Heads of Service, and senior representatives from external organisations in both the public and private sector, providing expert advice, guidance and support on complex issues.  
 Manage relationships with key stakeholders and delivery partners including negotiation of complex political issues / contractual agreements / amendments.  
 Working with parents carers and students.  
 High levels of tact, sensitivity and diplomacy is required.

### **Procedural Context**

Work within a policy framework and regulatory guidelines, applying knowledge of systems, procedures and best practice.  
 Work to broad managerial direction, within a policy framework and regulatory guidelines, to ensure performance standards are met.  
 Control the deployment and allocation of service resources within overall corporate and legislative framework.  
 Accountable for the performance of the service area against agreed objectives.  
 Develop service plan for area of responsibility and contribute to wider service planning.  
 Professionally accountable for interventions within area of responsibility.  
 Manage complex issues within a framework of policy and procedures.  
 Creative and innovative problem solving of complex issues, often in situations where there is ambiguity.  
 Think and act strategically in decision making in a complex professional and political environment.

### **Key Facts and Figures**

No direct responsibility for staff - may need to oversee work done by others in area of expertise or project.

### **Resourcing**

#### **Budget Responsibilities:**

Budget Responsibilities: High Needs Block budget

#### **Supervisory Responsibilities:**

Supervisory Responsibilities: up to 6 Teachers and Teaching Assistants

### **Knowledge, Skills and Experience**

Qualified Teacher Status (QTS), preferably with a SEND or neurodiversity specialism.

- Proven success in teaching neurodiverse learners and/or those with medical needs.
  - Experience in managing education provision outside of mainstream settings.
  - Knowledge of the legal framework for Elective Home Education.
  - Knowledge of SEND Code of Practice; Education Acts and Children and Families Act 2014
  - Knowledge of curriculum pathways, assessment for learning, and inclusive pedagogy.
  - Strong leadership and interpersonal skills.
  - Ability to develop, monitor, and evaluate service-level plans and policies.
  - Knowledge of statutory frameworks for SEND, medical tuition, and safeguarding.
  - Ability to work under pressure and manage complex multi-agency cases.
- Commitment to equality, diversity, and inclusion.
- Commitment to safeguarding and promoting the welfare of children and young people.
- Willingness to work flexibly across locations and attend evening meetings when required.

### **Indicative Qualifications**

QTS

The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not intended to be a detailed list of all duties and responsibilities which may be required. This role profile will be supplemented and further defined by annual objectives, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed.