

Role Description for Director of the Board

Leading Learning SEND CiC

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Role Purpose:

The Board carries responsibility for determining the strategic direction of the LLENDiC, ensuring the effective management of its activities, planning its future development and helping to create an environment in which the potential of all Providers¹ is maximised. The Board is made up of with a combination of individuals drawn from within its subscriber-base and from outside the organisation with experience in education, HR, finance and SEND. As a Board Member you will provide appropriate oversight, scrutiny, challenge and leadership to the LLENDiC in the pursuit of its mission, vision and values.

This role is unremunerated and meetings are held quarterly, hosted by university providers across England.

Key responsibilities:

Strategy

- Approve the mission and strategic vision of the LLENDiC and to agree long-term business plans and key performance indicators.
- Establish clear objectives to deliver the agreed plans and strategy and regularly review performance against these objectives.
- Ensure the long-term sustainability of the LLENDiC.
- Work with fellow Board Members to develop and implement the vision, values, aims and strategic objectives of the LLENDiC, delivering a robust and sustainable business and financial plan.
- Play a proactive role in the decision-making process to ensure that full and complete consideration has been given to all options during the process.
- Review and evaluate present and future opportunities, threats and risks in the external environment and current and future strengths, weaknesses and risks.

People

- Use areas of particular expertise and knowledge to act as a 'critical friend' for the LLENDiC.
- Take responsibility, in conjunction with the Chair, for your own personal and professional development as a Board Member.
- Use leadership ability and professional knowledge to advise and support colleagues and key activities and initiatives, particularly in areas of personal strength and knowledge.

¹ Providers refers to providers of the National SENCO Award, who are subscribers to the LLENDiC

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Communications

- To act as an ambassador for the LLEND CiC, promoting its activities in the wider community and, in particular, assisting with commercial development of the LLEND CiC.
- Uphold the values of the LLEND CiC, as an appropriate role model and ensure as a Board Member that you promote equality and diversity for all Providers other key stakeholders.
- To liaise with the Working Group and the Provider Partnership
- Develop a constructive working relationship with the Chair and other Board Members, providing support and guidance in areas of particular expertise and knowledge.
- Participate fully in the work of the Board and, where appropriate, with the wider community.

Governance

- Promote the highest standards of corporate governance and the principles on the proper conduct of public business and accepted standards of behaviour in public life.
- Assess the quality and the integrity of financial and other information presented to the Board.
- Ensure that financial and quality controls and systems of risk management and governance are robust and implemented.
- Uphold the highest standards of integrity and probity of the LLEND CiC.

Time Commitment:

- The expected time commitment is about a day a month, which includes:
 - Board meetings which are quarterly.
 - Preparation of key documents and materials between meetings.
 - Regularly touching base with colleagues between meetings via email and phone calls, as required.

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Person Specification – Director

Experience

Essential:

- Highly credible with experience of complex or relevant organisations and sectors.
- Politically astute with the ability to grasp relevant issues.

Desirable:

- An understanding of the wider environment of education and SEND that the LLESEND CiC operates in and the associated stakeholders
- Recent and relevant experience especially in the following areas:
 - Accounting and finance
 - Digital marketing
 - The 0-25 SEND System
 - Higher Education
 - Educational leadership

Qualities:

- An enquiring mind, with the confidence to challenge constructively
- Ability to recognise the importance of supporting collective decisions and of balancing challenge with assurance and support
- Strong communication and listening skills
- Excellent interpersonal skills - calm under pressure, able to challenge in a constructive manner, develop creative solutions, manage a wide variety of situations in a meeting and ensure that the outcomes are in the best interest of the LLESEND CiC
- Strong financial and business acumen and the intellectual rigour to understand complex issues and risk quickly
- Ability to network effectively
- An ability to think strategically and to see the bigger picture whilst understanding practical constraints
- An ability to think creatively and apply strong analytical and problem-solving skills
- Strong personal commitment to education or to people with SEND and the values, aims and objectives of the LLESEND CiC
- Commitment to working as part of a team
- Strong commitment to the values of accountability, openness, probity and equality of opportunity
- An affinity with the values of the LLESEND CiC and a willingness to demonstrate these
- Ability to assimilate and analyse information quickly to enable robust decision making