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**Wakefield SENDIASS Steering Group**

**Chairperson -Job Description**

The role of the chair is to facilitate the running of the meeting to ensure everyone’s views are heard in a timely and professional manner.

Please see the terms of reference for the meeting here:

[SENDIASS Steering Board | SENDIASS Steering group | Wakefield SEND Local Offer (mylocaloffer.org)](https://wakefield.mylocaloffer.org/wesail-including-sendiass/sendiass-steering-group/sendiass-steering-board/)

Information regarding the SENDIASS service can be found at:

<https://wakefield.mylocaloffer.org/wesail-including-sendiass/>

<https://www.family-action.org.uk/what-we-do/children-families/wesail/>

**The criterion for Chair is someone who:**

* Will support the work of the Wakefield SENDIASS (as a part of the WESAIL contract delivered by the charity Family Action)
* Has current, relevant knowledge of SEND and legislation or willingness to learn
* Has current, relevant knowledge of Wakefield or a willingness to learn
* Wants to improve the outcomes for children, young people and parents/carers as described in the SEN code of practice
* Will identify and acknowledge any conflict of interest
* May be a current or recent service user of the service (parent/carer/young person) or professional stakeholder
* Has a confidential, appropriate space to host virtual meetings
* Is willing to commit to 3 meetings a year (each of 2 hours-termly) plus preparation & reflection time

**Skills & competencies may include but are not limited to:**

* Is passionate about SEND & achieving the best outcomes for children, young people and their families.
* A positive viewpoint of individuals with SEND
* Lived or professional experience
* Good listening skills
* Gentle confidence to challenge appropriately
* Ability to mediate to bring different partners together on issues
* Organised
* Attention to detail
* Reflective
* Forward thinking
* Proactive
* Keen to learn
* Respectful of differing viewpoints

**The chair will not:**

* act in specific interests of their family, agency, charity or themselves
* use the meeting to air personal disputes
* share details of the meeting outside of the agreed parameters

**The role of Chair is to ensure:**

* all business on the agenda is discussed or agreement reached to be carried forward
* everyone’s views are heard
* clear decisions are reached
* meeting is kept to time
* reasonable adjustments are made for members to partake
* all members adhere to the “Terms of reference” for the group (see above)
* new members feel welcomed, included, and informed

**Prior to each meeting the chair will:**

* revisit past minutes
* set the agenda, in coordination with SENDIASS managers
* agree any guest speakers
* consult with admin for confirmed attendance
* familiarise self with any new members expected

**WESAIL SENDIASS will**

* Support the chair to create agenda’s
* Provide admin support for invites; minute taking; production & tabling of paperwork; any other task as required
* Provide a “space” &/or technical support for the meetings to be held virtually
* Promote the changing of the chair on an annual basis. In circumstances where this is not possible, members will consult on the best course of action
* Delegate a chair in the absence of one being found
* Take into account & support reasonable adjustments for any stakeholders in attendance. For example –support accessing screen readers (visually impairment etc); provision of a scribe (dyspraxia; dyslexia etc); order of or support for introducing self (anxiety; dysfluency etc)
* Undertake any other task commensurate with supporting the chair
* Facilitate the continual professional development of anyone undertaking the role