

JOB DESCRIPTION

JOB TITLE: SEND Team Manager Assessments

JOB NO: A10661

GRADE: 6 **(consultation grade - subject to formal evaluation under the Pay Equity Review)*

DIVISION: Children & Families

NO OF POSTS: One

SECTION: SEND/SENAR

POST REQUIRES POLICE / CRIMINAL RECORDS BUREAU CLEARANCE: **YES**

1.0 JOB PURPOSE

- 1.1 To lead and manage Education Health and Care needs assessments Teams in the delivery of the Special Educational Needs and assessment and Review (SENAR) service **through planned programmes of activity, to achieve the City Council's objectives, with clear vision and priorities, shared across the team thus ensuring that children and young people have their needs met as close to where they live as possible and wherever possible in universal provision**
- 1.2 To lead and project manage on the implementation and monitoring of a strategic business plan aspect of SENAR leading to improved performance
- 1.3 To contribute to the overall leadership and management of the service, including the efficient use of resources
- 1.4 To lead and manage the review process for high needs pupils
- 1.5 To work to ensure that Directorate priorities are achieved
- 1.6 To lead on the promotion of a culture of collaborative working that reflects the aspirations of stakeholders, promotes equality of opportunity and celebrates cultural diversity, inspires a sense of purpose and seeks to improve all aspects of performance

2.0 DUTIES AND RESPONSIBILITIES

- 2.1 The postholder is a member of the SENAR Leadership Team and will represent the service with a range of stakeholders both internal and external.
- 2.2 To lead and coordinate the Assessments Teams in the efficient and effective delivery of assessment, resource allocation, planning, provision, commissioning, placement, review and transition of children and young people aged 0 – 25 with SEN/LDD in all educational settings and institutions.

- 2.3 These posts take the senior/lead role in reviewing the appropriateness and the accuracy of the support being identified for children and young people through an EHC needs assessment and, when necessary, suitable education settings.
- 2.4 To act as Named Officer for a small caseload of young people providing advice and information about review processes, as well as feedback regarding individual cases, and to coach, guide and support senior EHC Co-ordinators and EHC Co-ordinators to improve their practice and the experiences for families and CYP.
- 2.5 To manage and monitor the Team resources, ensuring that procedures and timescales are fully compliant with both statutory and locally derived procedures
- 2.6 Within this to manage effectively and efficiently all financial and physical resources including payment of invoices
- 2.7 To have oversight and support the resolution of conflicts, particularly of opinion, and engage in the appropriate participation in the appeals and tribunal process
- 2.8 To attend where necessary SENDIS Tribunals to present the LA case and defend the appropriateness of the service provision
- 2.9 To ensure the service function has a relentless focus on child protection and to be alert to safeguarding duties and the management of thresholds and risks
- 2.10 Through leadership, to promote an appropriate culture, empower others and demonstrate high standards
- 2.11 Work closely with the Team Manager for Quality and Improvement to learn from feedback, implement improvements to practice and be a champion of excellence.
- 2.12 To promote, lead and implement change and continuous improvement programmes, improving and creating cultures and processes, including dashboards, that drive up standards and performance
- 2.13 Where appropriate, to undertake the management and deployment of people to work to their full potential including performance management, capability and attendance management
- 2.14 To be able to communicate clearly and meaningfully with a variety of audiences including delivery of training as appropriate
- 2.15 To investigate complaints in accordance with Corporate and Directorate procedures.
- 2.16 To contribute to setting clear measurable and achievable goals for the service, including business planning
- 2.17 To ensure Health and Safety requirements are met within an area of responsibility
- 2.18 To sustain collaborative relationships with other teams and stakeholders
- 2.19 To work in partnerships and networks to resolve problems, implement policies and improve services
- 2.20 Any other duties commensurate with the grade and nature of the post

OBSERVANCE OF THE CITY COUNCIL'S EQUAL OPPORTUNITIES, SAFEGUARDING AND DATA PROTECTION POLICIES WILL BE REQUIRED (AMONG OTHERS)

3.0 SUPERVISION RECEIVED

3.1 SUPERVISING OFFICER JOB TITLE: Head of SEND Assessments and Review

3.2 LEVEL OF SUPERVISION

1. ~~Regularly supervised with work checked by supervisor.~~
2. ~~Left to work within established guidelines subject to scrutiny by supervisor.~~
3. Plan own work to ensure the meeting of defined objectives.
Receive at least 6 1:1 supervision sessions in the year

4.0 SUPERVISION GIVEN (excludes those who are INDIRECTLY supervised i.e. through others)

POST TITLE	GRADE	NO OF POSTS	LEVEL OF SUPERVISION*
SEND Senior Case Officer	5	Minimum of 5	2, 3

*Use 1,2 or 3 as in 3.2

5.0 SPECIAL CONDITIONS

DBS check required for the post	Yes			
Level of check required	Standard			
	Enhanced			Yes
	Enhanced with barred list check - Adults			Yes
	Enhanced with barred list check - Children's			Yes
Enhanced with barred list check – Adults & Children's			Yes	

To have overall lead for an area(s) of responsibility as defined by the Head of Service. Eg:

- Performance and finance
- Placements
- Post 16
- Personalisation and reform
- Commissioning and Transport

Date:	Name:	Signature:
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Person Specification Method of Assessment (M.O.A.)	Post: SEND Service Manager Division: Children & Families A.F. = Application Form; I = Interview; T. = Test or Exercise; C. = Certificate; P. = Presentation.	Grade: 6 <i>*(consultation grade - subject to formal evaluation under the Pay Equity Review)</i> Section: SEND/SENAR
CRITERIA	ESSENTIAL	M.O.A.
Education/Qualifications NB: Full regard must be paid to overseas qualifications.	High Standard of general education with a degree, or equivalent, in an appropriate specialism. AND/OR Relevant NVQ in SEND Casework	AF
Experience (Relevant work and other experience)	<p>Experience of working in a leadership role with children and young people with SEN, including improving service quality.</p> <p>Experience of leading, interpreting and implementing national and local initiatives which impact positively on children and young people with SEN.</p> <p>Experience of the development and oversight of projects targeting SEN interventions at a local level with evidence of impact on outcomes for children.</p> <p>Experience of working with others in an advisory/supportive role with schools and families.</p> <p>Experience of analysing data and forecasting trends, funding and commissioning placements.</p> <p>Experience of managing financial situations and budgets.</p> <p>A thorough understanding of legislation and requirements relating to the safeguarding of children and young people, including personal responsibility.</p> <p>Expert knowledge of the SEND Code of Practice.</p>	AF/P AF/P P I AF/P AF/I I I

Skills & Ability e.g. written communication skills, dealing with the public etc.	The ability to relate the SEND Code of Practice directly to the situations presented by families and other stakeholders, drawing on experience to reach an outcome whilst defending the position of the local authority diplomatically and empathetically.	AF/I
	The ability to communicate effectively across a range of contexts including the ability to create and deliver concise, engaging and accurate information to a range of audiences, adapting style and content to needs of the audience and checking understanding	AF/P
	The ability to drive service improvement and actively tackles poor performance.	P
	The ability to build and motivate teams, creating a positive environment which encourages open discussion and innovation, supports performance, builds capability and empowers staff.	I
	The ability to successfully build and maintain effective relationships with senior colleagues, external agencies, children and their families and carers - demonstrating effective interpersonal skills in dealing with people at all levels and from a wide range of backgrounds.	AF/I
	The ability to plan and manage work to optimise resources available, ensuring timelines and budgets are met. To ensure robust procedures and practice are in place to meet statutory obligations and performance objectives and that these are regularly reviewed	I
	The ability to analyse and assess information, to pick out the key issues for action and to problem-solve appropriate solutions.	I
	An ability to provide a lead on a particular area of responsibility	P
	The ability to listen to and value the views of others and to respond appropriately and sensitively.	I
The ability to line manage and ensure the team is clear on the outcomes and the levels of performance required.	AF/I	

Training	CPD record indicates commitment to maintaining high knowledge and skill levels in appropriate areas and to developing organisational leadership and management skills.	I
Other	<p>Leading, understanding and working with complexity, working both independently, and as a team member to make significant changes, transform and improve services and support to children, young people and families.</p> <p>The ability to show respect and understanding of diversity and values individual difference. Treats all people fairly and appropriately regardless of race religious, belief, gender, age, disability, sexual orientation, appearance or position.</p> <p>Proactively seeks to reduce health and other inequalities of disadvantaged groups and acts to raise awareness of the benefits of diversity and build active commitment to ensure equality of opportunity.</p> <p>Must be able to be adaptable, meet deadlines, be solution focused and work under pressure</p> <p>A strong moral compass and a commitment to the public sector values aligned to servant leadership are essential.</p> <p>A flexible approach to working, including out-of-hours, and an ability and willingness to travel to different locations.</p> <p>Must be able to work with colleagues, local councillors and senior leaders at all levels across the Birmingham area.</p>	<p>P/I</p> <p>AF</p> <p>I</p> <p>I</p> <p>AF</p> <p>I</p> <p>I</p>

All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery.

Date:	Name:	Signature:
Date reviewed:	Name:	Signature: