

**Job Description**

**Job Title:** SEND Team Manager

**Salary Grade:** Grade 10

**SCP:** 42 - 46

**Job Family:** Organisational Support

**Job Profile:** OS 6

**Directorate:** Education

**Job Ref No:**

**Work Environment:** Agile

**Reports to:** SEND Strategic Service Manager

**Number of Reports:** 1

Your normal place of work will be at the Stanfield Centre, but you may be required to work at any Company recognised workplace.

This position requires an Enhanced Disclosure and Barring Service (DBS) Check

**Purpose:**

To lead, manage and develop the functions relating to the identification and assessment of children and young people with special educational needs and disabilities and the production, review and maintenance of Education, Health and Care plans.

**Key Responsibilities:**

To contribute to the overall strategic management of the SEND Team, identifying and implementing new developments, initiatives and policies.

To participate in the overall strategic management of the SEND Team as a member of the Management Team, with support from the Senior SEND Casework Officer.

To lead or participate in inter-departmental teams on specific policies and projects, as required by the SEND Strategic Service Manager.

To promote the responsiveness and development of the SEND Team in delivering and evaluating its key tasks.

To lead the recruitment, selection, induction and development of staff within the SEND Team, as appropriate.

To supervise and manage the Senior SEN Caseworker.

Act as Chair of the Sunderland SEN Panel and act as the decision maker.

Work with the Head of Service to ensure operational guidance, team protocols and casework management standards are defined and kept up to date, particularly in those areas relevant to SEN casework management.

To lead the development, organisation and management of efficient and flexible team working, to ensure service objectives are delivered effectively.

To lead continuous improvement of the quality of services provided through a systematic process of development planning and performance management.

To contribute to the development of partnership working with all relevant agencies, particularly head teachers and senior staff in schools, other Directorate service units and external partners in Health and the voluntary sector, including the development and delivery of training and support packages.

To provide information about the work of the SEND Team to, and consult with, head teachers and governors and attend head teachers’ and governors’ meetings as required.

To collaborate with relevant colleagues in developing and delivering training, support and guidance to head teachers, governing bodies, elected member panels and relevant partner agencies and services including the voluntary sector.

With support from the SEND Strategic Manager, to prepare reports and briefings, and contribute to the preparation of reports and briefings by colleagues within and outside the Education Service, for the Board, SLT and SMT, and attend meetings as required.

To respond to contacts from elected members, local and regional organisations, members of the public, head teachers and governors and attend meetings as required.

To provide advice to schools and the Company on all legislation and associated regulation in these areas.

To represent the SEND Strategic Manager, as required.

To lead, manage, motivate, recruit and train staff to ensure that the services delivered are of a high quality, meeting corporate standards and are delivered within the budgets and timescales defined in the SEND Code of Practice 0-25 and all relevant contracts and SLAs.

In conjunction with the SEND Strategic Manager, to direct and supervise robust decision making and moderation processes for decisions on the issuing of Education, Health and Care Plans, placement of and provision for pupils with SEND including those with EHCPs and complex cases requiring multi-agency commissioned services.

To represent the Company at appeals to the First Tier Tribunal, SEN & Disability as required.

To secure, by effective partnership working with colleagues in schools, early years settings, post-16 education institutions, health and social care, the development, implementation and evaluation of the SEND Team’s policies and procedures which relate to all areas of:

* Education, Health and Care needs assessment and re-assessment
* Issuing and maintaining Education, Health and Care Plans
* Reviewing and monitoring of provision for pupils with an EHCP through the process of annual review
* Admission of pupils to special provision, including the provision of support for pupils with EHCPs in mainstream schools.

In conjunction with the SEND Strategic Manager, develop and secure, by effective partnership working with colleagues in schools, early years settings, post-16 education institutions, health and social care, appropriate alternatives to Out of Borough placements including the development, specification and reviewing of Additional Resource Provision(s).

Unless stated otherwise be the SEND Assessment Service lead for:

* All general matters relating to SEND
* SEND Panel
* Complaints
* Local Offer
* Safeguarding
* PREVENT

To contribute to the management of the High Needs Block of the Dedicated Schools Grant by the provision of high quality information, analysis and advice on placement and spending patterns.

To ensure the provision of high quality data and analysis to Business Intelligence and Senior Management in respect of current and future demand for the services of the SEND Team.

To ensure that IT recording systems in use by the SEND Team are up to date, that data accuracy is high and that workflow delays are minimized.

To contribute as required to wider SEND Service developments.

To champion diversity and equality.

**Statutory Requirements**

In line with the Together for Children’s Statutory Requirements, all employees should:

Comply with the principles and requirements of the General Data Protection Regulations (GDPR) in relation to the management of Together for Children Sunderland’s records and information and respect the privacy of personal information held by Together for Children Sunderland.

Comply with the principles and requirements of the Freedom of Information Act 2000.

Comply with the Together for Children Sunderland’s information security standards, and requirements for the management and handling of information.

Use information only for authorised purposes.

The postholder must carry out his or her duties with full regard to Together for Children Equal Opportunities Policy, Code of Conduct and all other policies.

The postholder must comply with Together for Children Health & Safety rules and regulations and with Health & Safety legislation.

This position is a politically restricted post as identified by Together for Children and in accordance with The Local Government and Housing Act 1989 (LGHA).

Author: Sandra Calvert / Kimberley Richardson

Date: April 2019



**Person Specification**

**Job Title: SEND Team Manager**

**Role Profile reference: OS6**

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| **Essential Requirements** | |
| **Qualifications:**  Educated to degree level or equivalent or other relevant qualification in Social Work, Teaching, Psychology.  Commitment to personal and professional development of self and staff | Application  Form/Interview |
| **Experience of :**  Substantial recent experience in the development of policies and procedures relating to Special Educational Needs and Disability.  Substantial recent experience of working within a Children’s Service, or similar.  A proven track record of leading, motivating and managing people.  Experience of budget management and/or financial planning.  Demonstrable experience of driving continuous improvement through of monitoring, evaluating developing complex systems.  Substantial experience of the management and implementation of innovation and change.  Demonstrable experience of working in partnership with parents and young people. | Application  Form/Interview |
| **Knowledge and understanding of:**  Comprehensive and detailed knowledge of local government methods and procedures.  Comprehensive and detailed knowledge of the legislation and associated regulations in relation to SEND.  Knowledge of the statutory duties of a Local Authority to secure special educational provision for children with an EHCP/statement.  Knowledge and understanding of the additional needs of vulnerable groups including Looked After Children and those with Special Educational Needs and/or Disabilities. | Application  Form/Interview |
| **Abilities:**  A high standard of literacy and the ability to understand legal and technical issues and explain them.  Excellent oral communication and presentation skills to groups of people.  Analytical skills to investigate and interpret complex data sets and intelligence, draw conclusions and use outcomes in service planning and meeting service objectives  Problem solving skills to creatively think through issues using technical knowledge to find practical solutions  Ability to work under pressure and a commitment to getting the job done well and on time.  Ability to work well with, relate to and influence all sections of the community, partners and stakeholders  Interpersonal skills in persuading, influencing and convincing others, both within and outside the Company.  Ability to work collaboratively as part of the Management Team.  Organisational skills to complete tasks and project work to potentially conflicting deadlines, re-prioritising own work and that of the team as appropriate including the ability to be flexible and responsive to deal with conflict & change.  Numerate and a good understanding of finance and costing methods. | Application Form/Interview |
| Commitment to equal opportunities | Interview |

**Author**: Sandra Calvert

**Date:** January 2019