Northumberland County Council

**JOB DESCRIPTION**

|  |  |  |
| --- | --- | --- |
| **Post Title:** SEND Team Manager | **Director/Service/Sector:** Education and Skills Service, Wellbeing and Community Health Services  | **Office Use** |
| **Band:** 10 | **Workplace:** County Hall | JE ref: 3114HRMS ref: |
| **Responsible to:** Commissioner for SEND  | **Date:** July 2014  | **Manager Level:** 4 |
| **Job Purpose:** * To provide effective leadership and management of the SEND Commissioning and Quality Assurance Team including recruitment, induction, professional development and review.
* To ensure the statutory assessment process for education is carried out efficiently, within timescales and according to the SEND Code of Practice 2014.
* To ensure that arrangements for Education Health and Care Plans are co-ordinated effectively and that quality assurance processes inform future service improvement by enabling strategic planning and ensuring value for money
* To ensure that the individual plans, placements in specialist provision and allocations of High Needs funding allocations are managed within the budgets for this work.
* To contribute to the Council’s strategic management of SEND through the implementation and management of a robust performance management framework
* To provide information for the Department for Education, Education Funding Agency, OFSTED, Care Quality Commission and others to meet national legal requirements and performance targets.
* To provide senior level liaison in specific cases with NHS England, local NHS Hospital Trusts, Clinical Commissioning Groups, other local authorities, Children’s Social Care and Adult Social Care.
 |
| **Resources** | Staff | The post holder will be responsible for the management of the SEND Commissioning and Quality Assurance Team |
| Finance | The post holder will participate in the decision making process for the commissioning of resources and services for children and young people 0-25 with SEND, as directed by the Senior Manager Commissioning (Children’s).The cumulative decisions account for more than £30 million of the education and transport budgets in Northumberland. |
| Physical | The team is based in office accommodation within County Hall. The post holder will be responsible for ensuring that effective office systems and facilities are in place and that appropriate liaison is undertaken with relevant Council office support services. |
| Clients | Children and young people whose SEND fall within the statutory framework, parents, schools and partner agencies involved with children and young people concerned. |
| **Duties and key result areas:**1. To provide leadership and management to the SEND Commissioning and Quality Assurance Team to ensure that the Council provides a high quality service to children and young people who have an entitlement within the statutory framework for SEND as defined by the Children and Families Act 2014.
2. To take responsibility for the performance management of the Team and EHCP process, including the implementation of quality data systems which enable swift and accurate data retrieval and support the gathering of evidence to inform the strategic development of Northumberland’s Local Offer
3. To take responsibility for the management of appropriate SEND budgets.
4. To participate as a decision maker in the framework for the commissioning of resources and services for children and young people with SEND, ensuring that timely and appropriate decisions are taken in response to referral from schools, parents, young people and other professionals about the allocation of resources to meet the identified needs of individuals.
5. To monitor the caseload of EHCP Co-ordinators to provide quality assurance regarding the standard of service delivery. This will include the resolution of conflict, actual and potential, between the Council and the public and ensuring that appropriate processes are in place for the SEND Commissioning and Quality Assurance Team to achieve operational efficiency.
6. To continue to implement the SEND reforms of the Children and Families Act 2014, including capacity building in schools through effective SENCO support and development.
7. To represent or advise the Local Authority in complex and high-level legal disputes including SEND Tribunals, Local Government Ombudsman referrals, Judicial Reviews, formal Mediation and safeguarding investigations.
8. To take responsibility for the commissioning of continued learning for 16-25 year old SEND students.

1. To promote the inclusion children and young people with SEND and contribute to the school improvement agenda by establishing positive working relationships with schools/academies/alternative settings/early years settings and monitoring the impact of services on the education achievement of those with SEND.
2. To contribute to the multi-agency development of a co-ordinated support pathway for children and young people with complex needs who do not meet the statutory assessment threshold, under-pinned by principles of early intervention and prevention whenever appropriate.
3. To represent the Director of Education and Skills at meetings and to undertake such other duties and responsibilities that are consistent with the nature, level and grade of the post.
4. To adhere to the rules, procedures and Code of Conduct of the County Council.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis. |
| **Work Arrangements** |
| Transport requirements:Working patterns:Working conditions: | The work involves the need to visit schools or work sites throughout the County on a regular and routine basis.Other than travel between sites, the work is office-based. |

Northumberland County Council

**PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
| **Post Title:**  SEND Team Manager | **Director/Service/Sector:** Education and Skills Service, Wellbeing and Community Health Services  | **Ref**: 3114 |
| **Essential** | **Desirable** |
| **Knowledge and Qualifications** |
| * Degree or equivalent
* SENCO qualification or equivalent
* Specialist understanding of current legislation, government policies and guidance related to statutory assessment, EHC Plans and SEND legal reforms
* Understanding of performance framework related to SEND
* Knowledge of management processes including:
	+ commissioning
	+ self-evaluation
	+ multi-agency working
	+ quality assurance
	+ service improvement
* Specialist knowledge and understanding of legal issues arising in SEND dispute resolution, including the interrelationship with NHS and Social Care statutory requirements
 | * Teaching qualification
* Management qualification
 |
| **Experience** |
| * Management of SEND education services
* Relevant teaching experience, any phase
* Multi agency working
* Service planning for continuous improvement
* Responsibility for budget and/or resource management
 | * Managing SEND casework in a local authority setting.
* Tribunal and other formal legal representations and client relations
* Development of information management systems
* Performance management of staff.
 |
| **Skills and competencies** |
| * Ability to analyse evidence of areas for development, to set priorities aligned with the organisation
* Ability to reflect on the impact of your work and support and motivate colleagues to develop your team
* Resilience, high motivation and determination in difficult circumstances.
* The ability to write clearly for a range of audiences
* The ability to deal with sensitive and confidential issues that require a variety of approaches based on analytical thinking and the ability to make sound judgements based on appropriate evidence.
* The ability to manage your time effectively and support the efficient working of individual team members
* Commitment to equal opportunities.
* Access to a vehicle to enable travel across the County.
 |  |
| **Physical, mental and emotional demands** |
| The post holder will need to work under pressure, managing conflicting priorities within tight timescales and speedily making decisions on complex and challenging cases. This area of work can be emotionally draining and the post holder will need resilience to deliver justifiable decisions to parents, schools and colleagues which may not meet their expectations. |
| **Other** |
|  |  |  |