



South Tyneside Council

CHILDREN, ADULTS AND HEALTH

JOB DESCRIPTION

POST TITLE: SEND Services Team Manager

GRADE: Band 9

RESPONSIBLE TO: Service Manager - SEND, Access and Inclusion

RESPONSIBLE FOR: SEND Services Deputy Manager, SEND Officers and SEND Support Officers

Overall Objectives of the Post:

As SEND Services Manager you will be responsible for planning, managing and co-ordinating:

- The overall Education, Health and Care (EHC) needs assessment and planning service for children and young people with Special Educational Needs and Disabilities (SEND);
- Links with pre-school providers, schools and specialist provisions for children with SEND;
- The transition to Post-16 provision for young people with SEND, liaising closely with the Council's Commissioning Service, with the Clinical Commissioning Group (CCG), with Children and Families Social Care and with Adult Social Care.

Key Tasks of the Post:

1. ***You will be responsible for providing leadership in and management of the provision of SEND services to improve outcomes for children, young people and families. In doing so you will contribute to the Partnership's aim for all children to have the best start in life and comply with the SEND Code of Practice 2015 and any subsequent revisions. You will:***
 - Contribute to the annual revision of the SEND Strategy, the Partnership's agreed approach to the provision of SEND services and support to families, to enable them to support themselves better.
 - Foster and maintain strong links with our partners in the CCG, Children and Families Social Care and Adult Social Care, pre-school settings, schools and specialist SEND providers.
 - Report to the Service Manager, Access and Inclusion on the effectiveness of SEND Services, providing data and an analysis of that data on a regular basis.
 - Represent the Council and its partners during any relevant inspection, including Ofsted inspections and the Local Area SEND Inspection, providing such performance data, documents and analyses as are requested. You will contribute to the Self-Assessment and other preparatory activities in respect of SEND Services.
 - Promote the work of SEND Services among partners, celebrating success and encouraging improvements in service provision at all levels.
 - Analyse annually the need for specialist SEND placements, projecting known trends into future years and ensuring sufficient provision for children and young people with SEND. As part of this you will consider the need for alternative packages for some young people with SEND and work alongside other providers to ensure safe, appropriate and affordable provision of alternative packages for those children and young people who require them.

2. *You will be responsible for the delivery of high quality SEND services in South Tyneside and the overall management of SEND Services. You will:*

- Ensure the delivery of high quality support to children, young people with SEND and their families.
- Be accountable for and ensure management grip on the direction, control and co-ordination of the work of SEND Services.
- Monitor and quality assure SEND Services and, in so far as it is possible, the services provided by partners, to ensure the consistent application of thresholds and support offered to children, young people and families.
- Work closely with pre-school settings, schools and other specialist providers to ensure high quality support is available to all children and young people with SEND and that support provided at SEND Support level and where an Education, Health and Care Plan is needed is appropriate, timely and effective.
- Quality assure all aspects of the SEND assessment and planning process, to include the quality assurance of Education, Health and Care Plans, Annual Reviews and transition planning. Quality assurance will measure outcomes for children and young people in line with the Code of Practice 2015 and any subsequent revisions.
- Chair SEND Panels as per the locally agreed arrangements.
- Work with the Early Help Service, the Youth Justice Service and Children and Families' Social Care to ensure that Education, Health and Care Plans reflect the requirements of other statutory and non-statutory plans for children and young people (Early Help Plan, Youth Justice Plan, Child in Need Plan, Child Protection Plan, LAC Plan), thus avoiding unnecessary duplication.
- Manage the budget for SEND Services and the High Needs Block of the Dedicated Schools Grant (DSG), ensuring financial propriety and value for money.
- Ensure that any complaints received about the work of SEND Services are investigated promptly and dealt with appropriately.
- Contribute to the annual Service Plan.
- Liaise directly with officers in the CCG and in the Council's Commissioning Unit to ensure best value in respect of the use of the High Needs Block of the DSG. You will work with the Service Manager, Access and Inclusion to ensure that appropriate financial contributions are made by health and social care to a child or young person's package of care.
- Attend the High Needs Panel (or other similar arrangement).
- Oversee the effectiveness and review of the Service Level Agreements between the Local Authority and mainstream schools with attached resource bases.

3. *You will manage/supervise staff. You will:*

- Have overall management responsibility for a group of staff based in SEND Services.
- Contribute to the recruitment, selection, supervision, motivation, performance and appraisal of staff, and deal with any capability and/or disciplinary issues where appropriate to your grade. You must ensure that regular performance management and supervision are available to staff in the service in line with Council policy and good practice.
- Have overall responsibility for staff development and training, ensuring that an annual training plan is developed and delivered.

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees in SEND Services will be expected to attend a number of staff meetings. These would normally be held once a month.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: AR/CL

Date: 8.06.18