

## Newcastle City Council Job Description



<b>Post title:</b>	Manager, SEND Support, Assessment and Review Service (A4756)
<b>Responsible to:</b>	Head of SEND
<b>Responsible for:</b>	Staff as Allocated
<b>Grade:</b>	N11
<b>Job purpose:</b>	To lead and manage the Support, Assessment and Review service ensuring effective operation and delivery of statutory services to children, young people and families (0-25years).

**Main Duties:** The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. To manage and monitor the performance of the team and the service, identifying, initiating and managing appropriate changes and improvements which will ensure and support the achievement of local and national performance indicators and to ensure statutory responsibilities are met in line with the SEND Code of Practice.
2. Robustly focus on the management of demand on the service, improving performance indicators in response to statutory timescales.
3. To drive forward the improvement in the quality of EHCP's.
4. To work with colleagues in the SEND service to drive forward the quality of SEN Support plans.
5. To develop a systematic approach to ensure all children and young people who have an EHCP and high-level SEN Support plans and their parents and carers have a linked SEND caseworker who are responsible for linking in with the educational settings and coordinating their support.
6. To work with colleagues in the SEND service to develop a systematic approach to consider the needs of children and young people with SEND and ensure specialist services are commissioned and provided in response to needs.
7. To manage and monitor allocated budget in line with corporate financial regulations and requirements.
8. To lead on the identification of policy and process change within the service, ensuring the team achieves agreed outcomes, supported by appropriate policy and process.

9. To chair and attend multi agency meetings as required, making appropriate, safe and robust decisions as required.
10. To prepare and provide reports and information on a regular and ad hoc basis as required.
11. Prepare for and attend court on behalf of the Authority for Disability Tribunals as required.
12. To develop and maintain effective communication and relationships with stakeholders, including families in order to achieve the best outcomes for Children and Young People.
13. Lead on service planning, ensuring a read across into other parts of the service, the directorate and the council, achieving a collaborative approach.
14. Promote and implement the Council's Equality policy in all aspects of employment and service delivery.
15. Assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.