 Stockton-on-Tees BOROUGH COUNCIL	JOB DESCRIPTION
DIRECTORATE: Children's Services	SERVICE AREA: Education, Inclusion & Achievement
JOB TITLE: Service Lead – SEND Placements and Governance	GRADE: Q
REPORTING TO: Strategic Lead SEND	

1. JOB SUMMARY
<p>Responsibility for leading the following functions:</p> <ul style="list-style-type: none"> • Lead and coordinate placements for children with special educational needs and those who are vulnerable and need a placement following permanent exclusion or through fair access procedures. Including developing appropriate high quality provision for children and inputting into strategic commissioning and quality assurance plans, frameworks and developments relating to children and young people with SEND in the borough. • Lead and coordinate the Local Authority response to SEND tribunals, external complaints, information requests and mediation • Support the Strategic Lead - SEND in leading, shaping and implementing our strategy for special educational needs and deputise when required. • Provide leadership to ensure consistency of practice across SEND placements and governance and the continued development of employees. <p>As a member of the directorate Leadership Group you will be required to play a leading role in the ongoing development and implementation of the directorate vision, culture and business plan.</p> <p>To provide leadership, management, challenge and direction to ensure the delivery of excellent services and a continuous improvement culture across the Directorate, and particularly with respect to the functions you are specifically responsible for.</p> <p>To have an excellent understanding of local government, the national and local agenda; be able to handle political relationships sensitively; effectively engage employees and maintain good industrial relations; develop internal and external partnerships and opportunities to enhance the reputation of the Council locally, regionally and nationally; and ensure robust corporate governance, financial and performance management of the services and functions for which you are specifically responsible.</p> <p>To lead on specific projects, take on responsibility for other functions and deputise for the Strategic Lead - SEND when required.</p>

2. MAIN RESPONSIBILITIES AND REQUIREMENTS	
1.	<p>Responsibility for leading the following functions:</p> <ul style="list-style-type: none"> • Lead and coordinate placements for children with special educational needs and those who are vulnerable and need a placement following permanent exclusion or through fair access procedures. Including developing appropriate high quality provision for children and inputting into strategic commissioning and quality assurance plans, frameworks and developments relating to children and young people with SEND in the borough. • Lead and coordinate the Local Authority response to SEND tribunals, including representing the Local Authority in SEND Tribunal Hearings and working alongside professionals to maintain and support the Local Authority case. • To oversee, lead and coordinate the Local Authority response to external complaints, information requests and mediation. • Support the Strategic Lead - SEND in leading, shaping and implementing our strategy for special educational needs and deputise when required. • The management of the SEND Placements and Governance Service area including, line management, performance and budget management. • Engaging with health, social care and education partners to ensure collective responsibility for children who are vulnerable and have SEND in terms of decision making, outcomes and funding, specially relating to their placement. • As a member of the senior leadership team in SEND, there is a responsibility to have a cross directorate and multi-agency approach to raising awareness of SEND and ensuring the needs of children and young people and their families are identified and met working alongside the Service Lead for Vulnerable Groups and the Service Lead for SEND Assessment and Review.
2.	To lead the co-ordination and delivery of statutory processes for placements, exclusions, fair access and children with EHC Plans, ensuring compliance with regulations; tactical and strategic application of the regulations in order to secure outcomes compatible with the legal guidance and the council's performance targets; robust decision making; rigorous analysis and synthesis of written information.
3.	As a member of the directorate Leadership Group, to play a leading role in the ongoing development and implementation of the directorate vision, culture and business plan.
4.	Provide leadership, management, challenge and direction to ensure the delivery of excellent services and a continuous improvement culture across the Directorate, and particularly with respect to the functions you are specifically responsible for.
5.	Keep up to date with national, regional and local developments to ensure that you can effectively lead, advise and contribute to the Directorate's vision, priorities, objectives and plans.
6.	Assist and advise elected members as required.
7.	Promote strong and effective employee engagement, ensuring regular and effective staff support, training, supervision and appraisal, and effective staff recruitment, selection and retention.
8.	Effectively and actively promote internal and external partnerships through joint working, shared services, and joint planning to provide effective solutions and services for the residents of the borough.
9.	Enhance and promote the reputation of the Council locally, regionally, nationally.

10.	Ensure robust governance, financial and performance management of the functions for which you are specifically responsible.
11.	To lead on specific projects, take on responsibility for other functions and deputise for the Strategic Lead - SEND when required.
12.	Responsibility of development service processes and procedures and providing service training with regards to these processes and procedures and any additional or changes to legislation and statutory guidance.
13.	To lead on tribunals and defend appropriateness of the proposed service provision for an individual child/young person.
14.	Maintaining an extensive, up to date and relevant knowledge of legislation relating to The Children and Families Act 2014, SEND Code of Practice 2015 and statutory exclusion guidance. Including understanding relevant case law and changes to external practice that impact practices with the SEND and Inclusion Services.
15.	To ensure the service area develops opportunities within the strategic vision to maximise working closely with parents/carers, children, and young people to maximise a shared understanding of Local Authority policies and improve collaboratively working together to identify appropriate placements for their children.
16.	<p>Financial responsibilities relating to:</p> <ul style="list-style-type: none"> • Review financial proposals for accuracy and compliance with SEND legislation and regulations. • Ensure smooth operational procedures are in place and adhered to for monitoring and tracking service expenditure. • Pursue best practice and value for money within the service through the establishment of effective systems of governance and accountability, target setting, performance management and procurement. • Ensure financial transactions are conducted appropriately, with accuracy and according to the Council's financial processes.
17.	Responsibility for overseeing the preparation and submission of statutory returns relating to SEND and Inclusion.
18.	Provide leadership and guidance to exclusions team ensuring there is a robust challenge to schools relating to permanent exclusion and that legal framework and governance related to permanent exclusions from schools is followed and monitored effectively.
19.	To lead the Educational Psychology Service and ensure the service meets the needs of the children and young people in the borough, ensuring training, consultation and assessment models are robust and in line with guidelines and national development

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade of the job.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Personal Development – As defined by the Council’s Culture Statement, all employees will take responsibility for their own development


Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.


Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council’s Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

Job Description dated: March 2024

 Stockton-on-Tees BOROUGH COUNCIL	PERSON SPECIFICATION	
DIRECTORATE: Children's Services	SERVICE AREA: Education, Inclusion & Achievement	
JOB TITLE: Service Lead – SEND Placements and Governance	GRADE: Q	

CATEGORY	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> • Degree or Equivalent • Relevant Professional or management qualification or • Equivalent level of knowledge gained through relevant work experience • Continuous record of training and development in relation to SEND 		Application
Experience	<ul style="list-style-type: none"> • Working in local government or public sector within a management role and working within children's services. • Senior leadership within a similar size organisation • Strategic planning • Managing services, teams and people • Managing performance • Managing finance • Managing change • Making decisions • Supporting learning and development of external services and internal teams. • Partnership working across education, health and social care. • Promoting a positive culture 	<ul style="list-style-type: none"> • Supporting or advising Members • Media handling 	Application / Interview

	<ul style="list-style-type: none"> • Customer focus • Improving services 		
Knowledge & Skills	<ul style="list-style-type: none"> • Extensive knowledge of the law, (The Children and Families Act 2014) processes, and procedures for a range of disciplines throughout the service areas in SEND and Inclusion Services this includes, but not limited to: SEND Code of Practice 2015, The Children and Families Act 2015, exclusion legislation and government guidance relating to Fair Access protocols • Detailed understanding of local government or working within a political context • Thinking corporately and strategically • Effective communication • Problem solving • Team building • Networking • Financial and commercial awareness • Microsoft Office technology solutions • Development and delivery of training relating to the functions of the Service Area and the wider SEND and Inclusion Service 		Application / Interview
Behaviours	<ul style="list-style-type: none"> • Demonstrate the behaviours that underpin the Council's Culture Statement • Lead by example • Collaborative team worker • Handle difficult situations sensitively • Pragmatic, flexible and resilient • Self-motivated, energetic, not easily discouraged 		Application / Interview
Person Specification dated: March 2024			

 Stockton-on-Tees BOROUGH COUNCIL	KNOWN RISKS FOR THIS ROLE
DIRECTORATE: Children's Services	SERVICE AREA: Education, Inclusion & Achievement
JOB TITLE: Service Lead – SEND Placements & Governance	
GRADE: Q	
JOB LOCATION / BUILDING: Stockton-on-Tees	
REPORTING TO: Strategic Lead - SEND	

The following are the known risks for this role as identified through a Risk Assessment. More than one risk may apply. Where there are no known risks this will be indicated.

Known Risks - which require Baseline Health Surveillance Screening before or at start of employment and ongoing health surveillance with Occupational Health		
Known Risk	Yes	No
Noise: Employee is likely to be regularly exposed to noise above the exposure action level. (Daily or weekly exposure of 85dB)		x
Vibration: Employee will be exposed to vibration above the daily Exposure Action Value (EAV) of 2.5m/s ² A(8) 9		x
Respiratory: Employee will be exposed to Hazardous Substances such as machine generated wood dust, mineral dust, solder flux, glues, resins, cutting oils, latex. (Those working with respiratory/skin irritants or sensitizers as defined by COSHH)		x

Known Risks which require a Medical Assessment with Occupational Health prior to starting employment and ongoing assessment during employment.		
Known Risk	Yes	No
HGV/LGV/Fork Lift Truck/Passenger Carrying Vehicle/Minibus (Group 2) Licence Drivers: Employee will be required to drive an HGV/LGV/FLT/PCV/Minibus.		x
Asbestos: Employee likely to be exposed to asbestos. Work with asbestos' includes: <ul style="list-style-type: none"> ○ Work which removes, repairs, or disturbs asbestos ○ Ancillary work (work associated with the main work of repair, including maintenance work on equipment) ○ Supervisory Work (work involving direct supervision over those removing, repairing, or disturbing asbestos) 		x

Known Risk	Yes	No
<p>Lead: Employee likely to be exposed to lead or lead based products (handling, processing, repairing, maintenance, storage, disposal) The lead must also be in a form in which it is likely to be:</p> <ul style="list-style-type: none"> ○ Inhaled, e.g., lead dust, fume or vapour. ○ Ingested, e.g., lead powder, dust, paint or paste; or ○ Absorbed through the skin, e.g., lead alkyls or lead naphthenate. <p>The regulations do not apply to work with materials or substances containing lead where, because of the nature of the work, lead cannot be inhaled, ingested, or absorbed.</p>		x
<p>Confined Spaces - Safety Critical: Employee will be required to work in a confined space where specialist equipment or breathing apparatus is needed.</p>		x
<p>Working at Heights - Safety Critical: Employee will be required to work at a height.</p>		x
<p>Blood-borne viruses: Employee is at risk of exposure to Blood-borne viruses e.g., needle stick injury, human bite, contact with human blood or other bodily fluids and sewerage.</p>		x

Other Known Risks		
Known Risk	Yes	No
<p>Council Vehicles or transport that does not require a Group 2 licence: Employee will be required to drive a Council vehicle or regularly transport service users/clients/pupils in their own vehicle as part of normal duties.</p>		x
<p>Food Handlers: Employee will be preparing and handling food <i>Food Handlers Questionnaire to be completed and sent to Occupational Health</i></p>		x
<p>Night Workers: Employee will be regularly working at night <i>Optional Night Worker Questionnaire available</i></p>		x
<p>Lone Working (including Home Working): Employee will be required to work alone.</p>	x	
<p>DSE Users: Employee will be required to use Display Screen Equipment (DSE) <i>DSE Training and assessment should be completed on commencement – arranged by manager</i></p>	x	
<p>Any Other: Please identify any other known risks associated with this job role.</p>		x

As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.

Signature of Manager: Eddie Huntington

Date: 21 March 2024

For any queries related to this form, please refer to the Known Risk Managers Explanatory Notes, or email the Occupational Health Department:

Occupational.Health@stockton.gov.uk