

## Job profile

### Service and job specific context statement

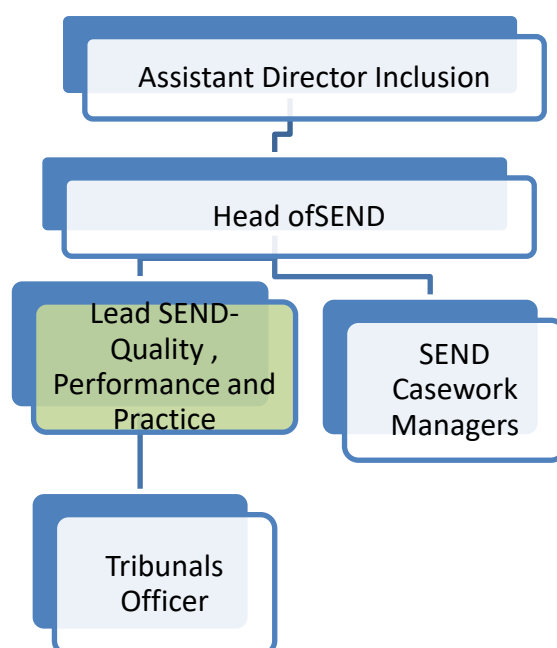
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| <b>Directorate:</b>    | Children and Young People's Service               |
| <b>Service:</b>        | Inclusion   |
| <b>Post title:</b>     | Lead for SEND (Quality, performance and practice) |
| <b>Grade:</b>          | SM1   |
| <b>Responsible to:</b> | Head of SEND                                      |
| <b>Staff managed:</b>  | Manages a team of specialist professionals        |
| <b>Date of issue:</b>  | November 2018                                     |
| <b>Job family:</b>     | <b>SM - Senior Management</b>                     |

### Job context

- The legislative framework for SEND changed as a result of the Children and Families Act 2014. The changes were significant in terms of extending the age range covered by the legislation to 0-25 years and introduced enhanced responsibility for engagement with parents/carers and children and young people to shape developments at both strategic and individual level. There is also increased emphasis on key partners including LA, education providers and health to work collaboratively to ensure the outcomes for children and young people are maximised. A new Ofsted framework was introduced in 2016 to monitor the performance of local areas in terms of SEND and compliance with the requirements of the new Code of Practice. An updated framework will be released in late 2022 and the postholder will play a key role in planning for the strategic implementation of this with regard to SEND Provision.
- The strategic direction for the development of SEND in NY is underpinned by a strategic plan for SEND which includes developments to strengthen collaboration and decision making at locality level, the creation of local multi-disciplinary SEND teams together with the reshaping of the continuum of educational provision for 0-25 year olds with SEND.

### Structure

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## Job Description

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| <b>Job purpose</b>            | <ul style="list-style-type: none"> <li>The postholder will be responsible for establishing strong collaborative approaches across all stakeholders to transform approaches in inclusions and ensuring a strong culture of inclusion and resilience in meeting the needs of children and young people with additional needs.</li> <li>Ensuring compliance and high quality performance and practice in terms of SEND ensuring robust planning for further development to improve outcomes.</li> <li>Ensuring the SEND commissioned services are delivered within required standards and provide high quality and cost effective provision for children and young people.</li> </ul>   |
| <b>Operational management</b> | <ul style="list-style-type: none"> <li>Embed Quality Assurance processes to ensure efficient practices for decision making regards statutory assessment , Education, Health and Care Plans and placements for SEND</li> <li>Develop practice to ensure caseworkers adopt a family centred approach to the assessment and meeting of needs for children and young people with SEND</li> <li>Support effective transition of young people into adult services including establishing and maintaining close links with the relevant professional teams.</li> <li>Ensure effective collaboration with key stakeholders to build capacity and maximise outcomes for children and young people.</li> <li>Embed quality assurance of the statutory assessment process and quality of decision making and Education, health and care plans.</li> </ul> |

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|                             | <ul style="list-style-type: none"> <li>• Support Quality Assurance of ISPs where required to ensure high quality provision is maintained, including compliance with statutory processes.</li> <li>• Contribute to the quality assurance monitoring of commissioned provision across the locality and countywide in relation to specific area of SEND responsibility.</li> <li>• Lead transformational change in SEND provision and services in the locality managing relationships, culture, and people across agencies.</li> <li>• Ensure regular audit of services take place and that services are compliant with national good practice, guidance, regulations, legislation including Ofsted frameworks.</li> <li>• Significant contribution to self-assessment to highlight required improvements in delivery at local level.</li> <li>• Line Management and professional support, oversight and supervision of Tribunals Officer to support case management of SENDIST appeals.</li> </ul>  |
| <b>Strategic management</b> | <ul style="list-style-type: none"> <li>• Ensure strong oversight of the high needs budget at locality level, working collaboratively with schools and settings to take corrective action as necessary to minimise deficit budgets and to ensure that funding is used effectively to improve outcomes for children and young people.</li> <li>• Contribute to the strategic direction and support for SENCOs around Statutory SEND processes to meet their professional development needs.</li> <li>• Contribute to the development of a county wide workforce development framework for SEND and Inclusion.</li> <li>• Work with Inclusion Team to embed consistent inclusive practices in relation to Statutory SEND process.</li> <li>• Provide appropriate support, challenge and escalation to schools causing concern.</li> <li>• Taking a lead role in establishing team around the school approaches as required.</li> <li>• To support the creation and development of links with local communities.</li> <li>• Provide senior manager representation and insight at appropriate meetings.</li> <li>• Actively seek opportunities for transformation of services and provision to meet needs of children and young people and ensure cost effectiveness.</li> <li>• To contribute to full compliance with the standards and regulations through analysis of inspections and the development of strategic plans to deliver responsive service change.</li> <li>• Develop strategic plans for SEND ensuring it reflects inspection recommendations, local need and the Children and Young Peoples plan.</li> <li>• Create and maintain effective networks with senior professionals across agencies to promote effective working practice and strategic planning.</li> <li>• Develop and maintain an effective communication strategy in order to report on service delivery.</li> <li>• Develop services to ensure they maintain relevance in a changing political context.</li> </ul> |
| <b>Communications</b>       | <ul style="list-style-type: none"> <li>• Significant contribution to the communication strategy at both local and countywide level to ensure stakeholders are fully informed of performance and priorities for SEND and Inclusion.</li> <li>• Establish strong working relationships and communication with managers of local multi-disciplinary teams across SEND and social care.</li> <li>• Establish high profile and presence as the lead officer for SEND and Inclusion performance in the locality providing support and challenge as appropriate.</li> <li>• Ensure strong communication framework at locality level for parents/carers and children and young people to ensure feedback influences practice and development of services and provision.</li> </ul>  |

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- In collaboration with the Head of Inclusion and Head of SEND , ensure there is an effective flow of information with senior leadership, elected members, health, parents/carers and children and young people.
- Effective co-ordinated communication and support to SENCoS and equivalents in early years and post 16 settings.
- Ensure services establish rapport and respectful, trusting relationships with children, young people, their families and carers.
- Work with Case Work Managers to ensure consistent systemic arrangements are established for supervision of all casework including consistent decision making on the use of special school places and resource allocation.
- Ensure there are good communication systems within the SEND Casework team, including that teams are supervised, appraised and effective team meetings/away days take place.
- Ensure critical issues, media interest, complex complaints, FOI's and interest from MP's is dealt with in a timely and appropriate manner.
- Provide high standards of verbal and written communication across all levels including senior professionals, inspectorates, members, parents and local community forums.
- Present information through public speaking at local, regional and national events, ensuring the reputation of the local authority is maintained to a high standard.

### **Partnership / corporate working**

- Lead on the development of strong collaboration and an agreed ethos and culture in localities engaging all stakeholders in priorities for SEND and Inclusion.
- Develop and maintain multi-agency networks, ensuring they keep abreast of strategic developments and priorities in other agencies in a regional, national and political context.
- Ensure interagency collaboration is achieved in order to ensure high aspirations and achievements for children and young people.
- Work closely with parents/carers, children and young people to maximise opportunities for co –production in the transformation of services
- Drive the development of a cohesive training plan equipping staff with the knowledge and resources needed to fulfil their roles.

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| <b>Resource management</b>  | <ul style="list-style-type: none"> <li>• Contribute to the effective monitoring and evaluation of commissioned provision in the locality on an annual basis.</li> <li>• Work closely with senior leaders in localities to deploy local SEND commissioning budgets to address priorities for improved performance.</li> <li>• Ensure a robust system for consistent decision making regarding placements and allocation of additional resources.</li> <li>• Manage the recruitment, monitoring, appraisal and performance management of staff as necessary.</li> <li>• To ensure that all staff receive regular effective, reflective supervision and appraisals.</li> <li>• Lead training and induction plan for the SEND specialist team, SENCOs, governors to ensure confidence in SEND and Inclusion.</li> <li>• To be concerned for staff welfare, offering support, at times of stress, praising work completed and monitoring performance, including sickness absence.</li> <li>• Work with SEND Strategic Manager to maintain an understanding of the sufficiency of provision and ensure systems are in place to identify risks at an early stage.</li> <li>• Support auditors with their work and provide them with the necessary information.</li> </ul> |
| <b>Systems and information</b>  | <ul style="list-style-type: none"> <li>• To ensure compliance with Freedom of Information Requests by collating, analysing, and releasing appropriate information.</li> <li>• To collate, analyse and report on performance information to members and senior managers.</li> <li>• To analyse and present information from performance dashboards for the locality.</li> <li>• To ensure there are robust effective systems in place that provide suitable evidence to Ofsted in regulatory inspections.</li> <li>• Ensure effective use of IT systems to review performance, set targets and develop improvement plans.</li> <li>• Ensure systems are in place to monitor statutory and local KPIs,</li> <li>• Significant contribution to the embedding of the Digital EHCP across NY</li> </ul>   |
| <b>Safeguarding</b>   | <ul style="list-style-type: none"> <li>• Be responsible for promoting and safeguarding the welfare of children and young people.</li> <li>• To ensure services are appropriate and sensitive to the needs of children with additional needs.</li> <li>• Maintain oversight of safeguarding practices in settings across the locality.</li> <li>• To ensure issues are reported appropriately using the Local Area Designated Officer to advise and ensure the appropriate inspectorate are kept informed.</li> <li>• Ensure services are safeguarding compliant, making effective use of support services including legal, insurance and HR.</li> </ul>  |
| <b>Person Specification</b>   |  |
| <b>Essential upon appointment</b>   | <b>Desirable on appointment</b>  |
| <b>Knowledge</b> <ul style="list-style-type: none"> <li>• Knowledge of Legislative framework for SEND</li> <li>• Significant knowledge of SEND practices and protocols and inclusion in education from a total systems perspective across all partners</li> </ul> | <ul style="list-style-type: none"> <li>• Knowledge of relevant research</li> </ul>   |



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| <ul style="list-style-type: none"> <li>• Knowledge of current best practice</li> <li>• Knowledge of dispute resolution including mediation and tribunal</li> <li>• Detailed awareness of current national developments in terms of SEND and Inclusion and High Needs funding</li> <li>• Significant level of knowledge in relation to the identification of children and young people with SEND</li> <li>• Knowledge of the high needs block budget and funding arrangements for SEND</li> <li>• Knowledge of performance outcomes for LAs and education settings in terms of SEND and Inclusion</li> <li>• Knowledge of regulatory frameworks including Ofsted and CQC</li> <li>• High degree of understanding around the latest research and evidenced based interventions</li> </ul>   |  |
| <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Substantial and relevant experience of working with children and young people in education</li> <li>• Significant experience of identification of children and young people with SEND at SEN Support and EHCPs</li> <li>• Operational experience within a local authority of the implementation of the statutory assessment pathway</li> <li>• Delivery of a child and family centred services for SEND</li> <li>• Significant experience of collaborative and partnership working across a wide of stakeholders including schools, settings, partner organisations, parent and carers and children and young people</li> <li>• Quality assurance systems to ensure high levels of practice and performance</li> <li>• In depth experience of people and budget management</li> <li>• Experience of intra and inter-agency work.</li> <li>• Experience of managing a range of staff</li> <li>• Experience of effective change management and transformation</li> <li>• Good understanding of government policy process</li> <li>• Experience of analysis of quantitative and qualitative data, report writing and delivery of high quality presentations to a variety of audiences</li> </ul> | <ul style="list-style-type: none"> <li>• Experience of responding to media enquiries.</li> <li>• Experience of working with academic research.</li> <li>• Experience of trading and commercialisation</li> <li>• Experience of providing witness testimony and involvement in SEN Tribunals</li> </ul> |
| <p><b>Occupational Skills</b></p> <ul style="list-style-type: none"> <li>• Strong performance management with ability to audit and evaluate.</li> <li>• Ability to plan for and implement change effectively to improve services</li> <li>• Planning and project management skills</li> <li>• Ability to demonstrate effective leadership skills and to motivate teams and partnerships</li> <li>• Excellent organisation skills and the ability to organise and prioritise the work of the team effectively to agreed national and local standards.</li> <li>• Ability to work at a strategic level to develop, manage and sustain innovative service approaches.</li> <li>• Ability to horizon scan at a national level to predict policy direction and ensure services are planned ahead of policy implementation</li> <li>• Highly effective communicator able to influence relations with partners</li> <li>• Strong commitment to Anti Discriminatory Practice</li> <li>• Considerable understanding of prudent Budget Management within a context of complex budgets.</li> </ul>   | <ul style="list-style-type: none"> <li>• Experience of working across different aspects of SEND and Inclusion</li> </ul>   |

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| <ul style="list-style-type: none"> <li>• Good Presentation skills (written and oral)</li> <li>• Proficient IT skills, e.g. email, word etc.</li> </ul>  |   |
| <b>Professional Qualifications/Training/Registrations required by law, and/or essential for the performance of the role</b> <ul style="list-style-type: none"> <li>• Degree level qualification</li> </ul>    | <ul style="list-style-type: none"> <li>• Professional qualification in area of specialism</li> <li>• Level 5 management qualification or above</li> </ul> |
| <b>Other Requirements</b> <ul style="list-style-type: none"> <li>• To be available and prepared to work evenings and weekends if required</li> <li>• Ability to meet the travel needs of the post.</li> </ul> |   |
| <b>Behaviours</b>   | <a href="#">Link</a>  |

NB – Assessment criteria for recruitment will be notified separately.

Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.