

Job profile

Service and job specific context statement

Directorate:	Children and Young People's Service
Service:	Inclusion
Post title:	Lead SEND Development Officer
Grade:	SM1
Responsible to:	Head of SEND Strategic Planning and Resources
Staff managed:	Manages operational frontline staff
Date of issue:	January 2020
Job family:	SM - Senior Management

Job context

This is a senior strategic post based within the extended Inclusion Management Team. The post holder will be responsible for working with the Assistant Director for Inclusion and Head of SEND Strategic Planning and Resources to develop and lead transformational change of SEND provision across North Yorkshire.

- The post holder will be responsible for working with the Head of SEND Strategic Planning and Resources and take responsibility for the delivery and implementation of specific aspects of the Strategic Plan for SEND Education Provision 0-25 (the Strategic Plan).
- The post holder will assist the Head of SEND Strategic Planning and Resources to ensure the local authority fulfils its statutory responsibilities for SEND in accordance with relevant legislation including the Children and Families Act 2014, Education Act 1996 and associated statutory guidance. This will include:
- Supporting the development and implementation of strategic plans to ensure sufficient capacity in North Yorkshire for children with SEND across mainstream and specialist sectors.
- Working collaboratively with partner organisations, parents/carers, children and young people to implement the Strategic Plan for SEND Education Provision 0-25 across North Yorkshire
- The post holder will be responsible for developing strong working relationships with key stakeholders to instigate change and transformation and embedding new practice

Job specifics

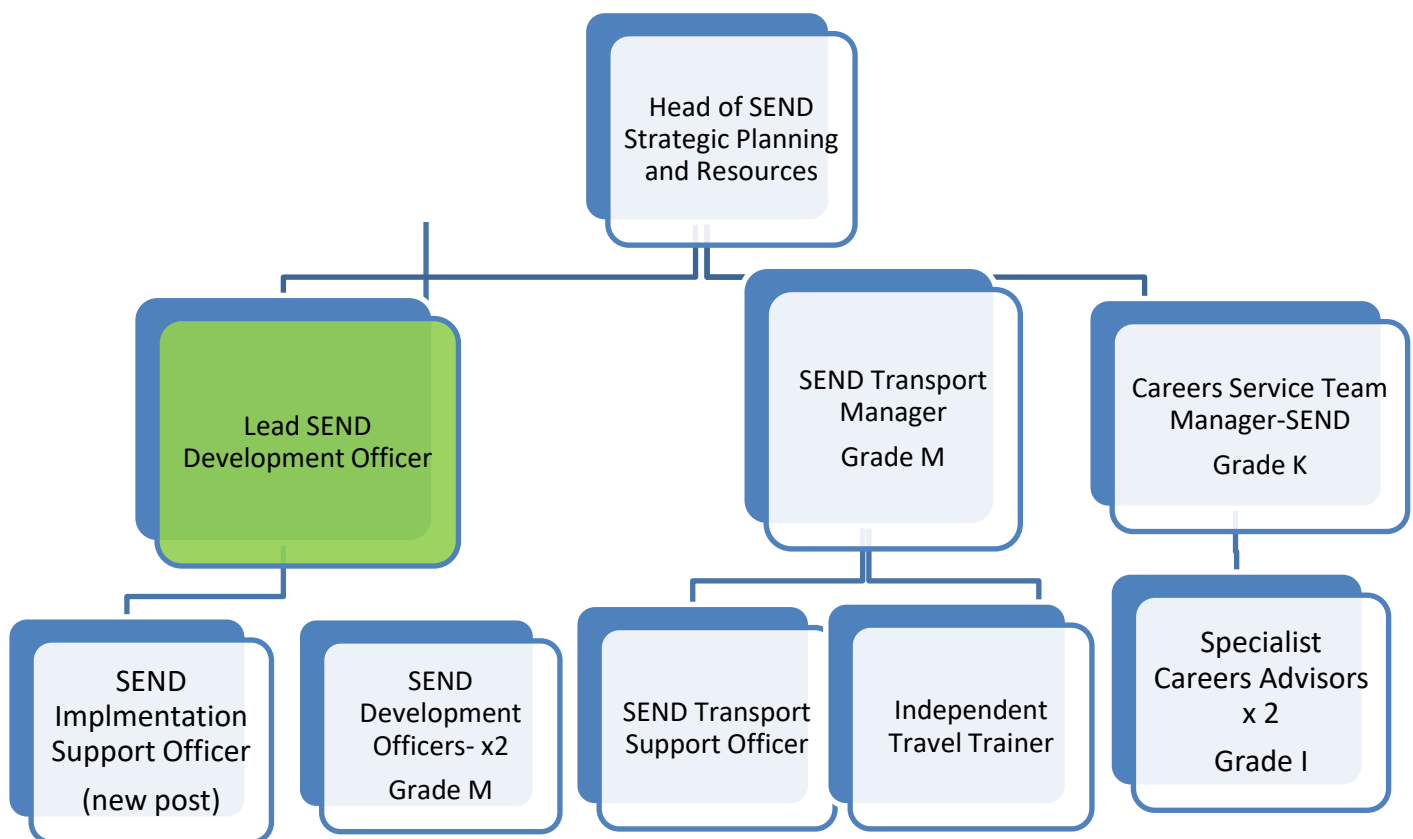
The post holder will be responsible for:

- Working collaboratively with partners, parents/carers, children and young people to review and update the strategic plan detailing the future vision of special educational provision across North Yorkshire, which takes into account trends in future needs, resources and recommendations from reviews and performance data.
- Coordinate, plan and deliver the successful implementation of specific aspects of the Local Area SEND Strategy and the Strategic Plan for SEN Education Provision including leading on public consultation and developing reports and recommendations for approval by Corporate Directors and Elected Members
- Support the Head of SEND Strategic Planning and Resources to develop the range of provision across all age ranges including Early Years, Statutory School Age and Post 16
- Oversee and manage the workloads of a staff team to ensure the county council meets its obligations with regards to SEND provision-Specifically Preparation for Adulthood and Independence

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- Direct the work of Send and Inclusion Support Officers to ensure all aspects of the Strategic Plan are delivered on time
- Support the Head of SEND Strategic Planning and Resources and other senior managers with the development of the SEF and the local area SEND Strategy to ensure partners across NY are working effectively to identify children with SEND at an early stage and meet their needs in order to maximise outcomes
- Presentation of reports to senior officers, portfolio holder elected members and the Executive to gain approval for developments

Structure



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Job Description	
Job purpose	<p>To facilitate delivery of the Strategic Plan for specialist education provision across North Yorkshire and ensure the Local Authority meets its duties to provide suitable SEND provision for the needs of children and young people in North Yorkshire. In particular the post will have responsibility for the development of Early Years provision, Preparation for Adulthood as well as other specific developments set out within the Local Area Strategy</p>
Operational management	<ul style="list-style-type: none"> • Ensure the vision, principles and outcomes of the Strategic Plan are upheld and communicated effectively and underpin all implementation work • Ensure that the Head of SEND Strategic Planning and Resources and the SEND Provision and Resources Team are kept fully up to date about implementation work • Establish and maintain clear and transparent lines of communication between the SEND Provision and Resources Team, partners and parents/carers and children/young people • Take the strategic lead for ensuring PfA is embedded across all aspects of work • Develop further traded services in relation to PfA and Independence in order to generate revenue • Implement the delivery of Targeted Mainstream Provisions and maintain robust monitoring arrangements once established • Ensure that education, care and health colleagues are fully engaged in the implementation of the strategic plan, together with parents/carers, children and young people • Establish strong communication frameworks at local and county level to ensure that all partners, senior officers and elected members receive regular progress updates and have the opportunity to make active contributions to the work • Production and presentation of reports at appropriate intervals to key groups, multi-agency partnerships and elected member forums • Attendance and presentation at key partner, parent/carer, children and young people forums • Significant contribution to engagement and consultation processes required for the implementation of actions in the Strategic Plan and Local Area Strategy • Support on the review, transformation and change of SEND provision across North Yorkshire • High levels of engagement with senior officers across the local authority and external partners to coproduce services and change for the future • Budget responsibility for specific aspects of SEND provision as allocated by line manager • Line management of the specified staff team including performance management, supervision and appraisal • Assist the Head of SEND Strategic Planning and Resources and stakeholders in preparation for inspection and peer review • Deputise for the Head of SEND Strategic Planning and Resources as directed.
Communications	<ul style="list-style-type: none"> • Establish strong communications across services and teams in North Yorkshire County Council where their work impacts on provision and resources for children

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	<p>and young people with SEND. These will include: Children and Families, Education and Skills, Health and Adult Services, Finance, Legal and Commissioning.</p> <ul style="list-style-type: none"> • Establish strong communication with leaders of education provision across the age range 0-25 and across the continuum of provision to ensure involvement in the transformation of provision • Ensure the provision offer across the continuum in North Yorkshire (universal, targeted, specialist, preparing for adulthood) is promoted and understood. • Establish clear and strong lines of communication with parents/carers and children/young people to ensure their ongoing involvement in the review and development of the Strategic Plan and subsequent plans. • Prepare and present reports and other documents for senior managers and Council Members. • Draft high quality responses to MP letters, complaints and external regulatory bodies on behalf of the Director of Children and Young People's Services and support team members to contribute to these. • Ensure all communications and documentation is in line with Council policy and strategy, including the Strategic Plan.
Partnership / corporate working	<ul style="list-style-type: none"> • Work with a range of partners/agencies, both internal and external, to foster a culture of collaboration, ensuring partners agencies are engaged in service developments and improvement and the implementation, monitoring and review the Strategic Plan. • Develop and maintain strong internal and external relationships with partner organisations, stakeholders and providers of SEND, whilst providing challenge and support • Embed the principle of co-production in all aspects of the work defining a clarity of roles and responsibilities across partners • Ensure robust systems are in place to both hear the voice of the child/ young person and parents/carers and to actively promote and encourage their engagement • Establish effective working relationships with parent/carers and children and young people. • Work collaboratively with colleagues across education, health and social care to develop and secure joint commissioning opportunities both within and local authority and regionally
Resource management	<ul style="list-style-type: none"> • Assist the Head of SEND Strategic Planning and Resources in taking corrective action in relation to identified budget pressures • Seek opportunities for creative and value for money solutions when leading on specific provision developments. • Contribute to the development of the SEND capital plan • Ensure close links with health and social care in the development of provision including joint funding requirements and wider impacts of changes on other services. • Lead and/or assist in the development of traded aspects of the service
Systems and information	<ul style="list-style-type: none"> • Work alongside the Performance and Intelligence analysts to ensure planning and decisions are based on strong analysis of data sources, performance and trends. • Apply strong and effective data sharing protocols with key partners, parents/carers in order to adhere to data protection and confidentiality

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	<ul style="list-style-type: none"> • Ensure performance and statistical information is utilised fully in the development of the service and SEND provision • Support the development, monitoring and review of effective systems for analysing information to inform development and change and maintain timely and accurate records and work processes. • Ensure systems are in place to ensure parents/carers and children/young people can inform and influence future development. • Ensure all requirement of GDPR are adhered to in the team.
Strategic management	<ul style="list-style-type: none"> • Assist the co production, implementation and ongoing review of the strategic plan for SEND provision across North Yorkshire with key internal and external partners • Research good practice and innovation at a regional and national level to inform transformational practice • Invite creative and innovative approaches to improvement, promoting strong collaborative approaches between partner organisations • Lead on and/or oversee the delivery of a wide range of projects in relation to the delivery of service priorities • Ensure gaps in current provision and capacity issues are addressed as identified through the analysis of key data and trends • Ensure preparation for adulthood is embedded in all developments relating to SEND education provision 0-25. • Direct management of budgets and ensure corrective action is taken where necessary to address budget pressures. • Contribute to the implementation of actions in and the ongoing development and monitoring of the Strategic plan across North Yorkshire • Strongly contribute to the decisions which influence the re shaping of SEND provision across the county • Invite creative and innovative approaches to delivery, promoting strong collaborative approaches between partner organisations • Seek and promote opportunities for the joint commissioning of future provision • Support the Head of SEND Strategic Planning and Resources in preparing the service and the local area for inspection and review • Deputise for the Head of SEND Strategic Planning and Resources as directed
Safeguarding	<ul style="list-style-type: none"> • Be responsible for and adhere to the systems to promote and safeguard the welfare of children and young people, following all statutory guidance and NYCC policy. • Ensure that all team members adhere to safeguarding systems and promote the welfare of children and young people. • professional

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Person Specification	
Essential upon appointment	Desirable on appointment
Knowledge <ul style="list-style-type: none"> Significant knowledge of the Children and Families Act 2014 and the Care Act 2014 and the Education Act 1996 Significant knowledge of the statutory requirements and duties of the local authority for SEND and Inclusion In depth knowledge of current DfE guidance and legislation with respect to SEND, CQC/Ofsted Local Area SEND Inspection, Alternative Education and Ofsted Inspection Frameworks for education providers Significant knowledge of preparing for adulthood requirements and approaches Knowledge of co production and its application in strategic planning and change Knowledge of the Code of Practice and its implications for SEND practice Knowledge of the school landscape in terms of academisation, school organisation Knowledge of local government decision making and local democracy 	<ul style="list-style-type: none"> Working in SEND in local authority settings Knowledge of approaches to reviewing SEND provision capacity Knowledge of the High Needs Block budget, DSG and local authority
Experience <ul style="list-style-type: none"> Experience of strategic planning, policy implementation and performance management Experience of developing, leading and implementing organisational culture change within a large diverse organisation Proven and effective experience of the management of resources in a changing organisational environment, including human and financial resources. Proven experience of collaborative working with partners, including parents/carers and children/young people Significant experience of communication and engagement with professionals, members of the public and families Experience of managing and delivering against performance indicators in a complex operational environment Significant experience of preparing documents and reports, and presenting to senior managers and elected members Experience of working with children and young people in an education/care setting to meet need and improve outcomes 	<ul style="list-style-type: none"> Undertaking public consultation to inform recommendations for member decisions
Occupational Skills <ul style="list-style-type: none"> Effective leadership skills and the ability to support the development of strong, highly performing teams embracing an agreed vision and culture Strong change management skills Able to lead and deliver change in a fast paced and uncertain environment Ability to prioritise work and delegate effectively Ability to develop and maintain effective partnerships both within and outside the Directorate. 	

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<ul style="list-style-type: none"> • Ability to negotiate and influence at a senior level with council chief officers and senior politicians • Strong range of leadership skills and abilities • Confident and assertive manner • Good interpersonal skills. • Strong communication skills across a variety of audiences • Ability to assimilate new initiatives, technology and software and interpret information and data. • ICT Competence • Analytical skills 	
Professional Qualifications <ul style="list-style-type: none"> • Honours Degree or equivalent • Evidence of continuous professional development 	<ul style="list-style-type: none"> • Strategic leadership /Management Qualification
Other Requirements <ul style="list-style-type: none"> • Commitment to continuous improvement of services and improved outcomes for children and young people • Evidence of professional development • Strong commitment to co production and collaboration • High levels of intuition and professional drive • Ability to manage a number of consecutive work priorities • Ability to travel independently across the County • Ability to attend meetings outside of normal business hours 	
Behaviours <ul style="list-style-type: none"> • Non-discriminatory practices • Empathy and understanding of parents/carers, children and young people with SEND • Assertive manner • Commitment to equality 	Link