

Job profile

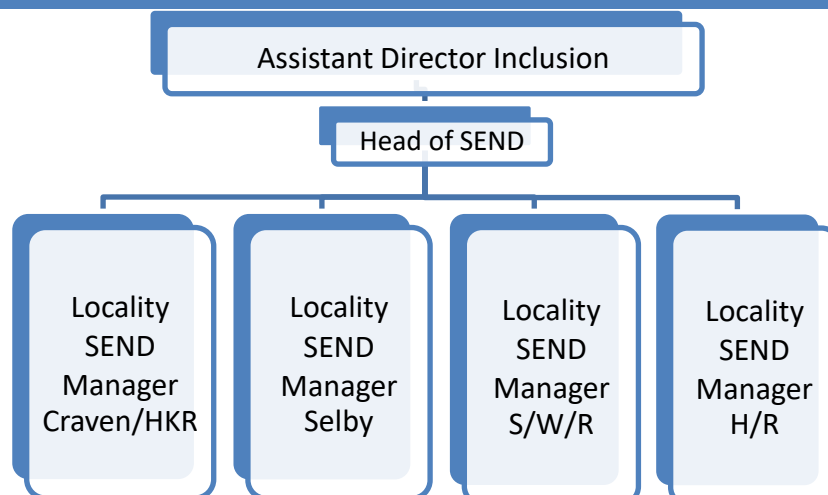
Service and job specific context statement

Directorate:	Children and Young People's Service
Service:	Inclusion
Post title:	Locality SEND Manager
Grade:	SM1
Responsible to:	Head of SEND
Staff managed:	Manages a team of specialist professionals
Date of issue:	November 2018
Job family:	SM - Senior Management

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.
- 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.
- This post is responsible and accountable for the functions of the SEND Locality teams and the casework they support. The postholder will be required to be the key decision maker and will be the accountable person for the work of the team and will have the final say on how casework and the statutory process are taken forward. Escalation will only be for issues wider than the locality team for example, any breakdown or conflict with Health providers or other non-NYCC agencies.

Structure



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Job Description

Job purpose

Responsible for the management of case work of children and young people referred for support from the local authority including children and young people with SEND, medical needs, at risk of exclusion and those that require an alternative curriculum.
Multi-agency involvement and co-ordination of complex case work to ensure educational needs are identified and addressed.
Responsible for the management of a team of Officers providing professional expertise and leadership for the implementation of the Local Authority's statutory responsibilities for children and young people 0-25 years with Special Educational Needs.

Operational management

- Ensure the delivery of SEND services through an identified area in accordance with current legislative requirements, all relevant policies and procedures and to agreed performance targets.
- Manage and ensure effective implementation of the referral process from educational settings and other professionals for assessment or direct support for children and young people with SEND or additional needs
- Analysis of referrals to the teams in terms of need, complexity and scope of the multi-disciplinary approach
- Management of case work allocation across the team including the co-ordination of multi-agency involvement in complex cases
- Ensuring the key principles of key working and multi-agency collaboration are embedded across the team and professionals working in the locality
- Oversight of open cases to the teams and ensuring effective casework and collaborative working across the team to ensure assessed needs are being met
- Monitoring of case work progress and outcomes for individual children and young people including progress, attainment, attendance and preparation for adulthood as well as part time tables, exclusion and movement between education placements
- Responsible for the performance management of a team of SEND Caseworkers and Complex Caseworkers including supervision, professional development and appraisal.
- Ensure the performance of the team complies with current legislative requirements and key performance indicators underpinned by the Children and Families Act 2014 and the Care Act 2014.
- Management of the SEND assessment process and the consistency of decision making for Education, Health and Care Plans and ensuring statutory timescales and performance indicators are achieved and to chair decision making panels around the statutory process
- To ensure the implementation of the statutory assessment process and EHC Plans/ reviews is of high quality in line with the LA agreed standards and national requirements within the SEN Code of Practice.
- To prepare case evidence and represent the Director at the First Tier SEND Tribunal within the statutory legal framework. Presenting evidence as required to the Tribunal judge during the hearing
- To represent the Director at the First Tier SEND Tribunal for cases within the locality / localities covered by the post and to work with the Legal team and

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	<p>Inclusion Locality Manager (SEND) for the preparation of those cases supported by Head of SEND (Casework)</p> <ul style="list-style-type: none"> • Quality assurance of case work, case recording and SEN Support and analysis of performance related data • Day to day line management of SEND specialists in locality based multi-disciplinary team and matrix management of performance in conjunction with the Lead SEND specialist. Posts include SEND specialists for SEMH, C&I, C&L, EPS, OT, S&L, Play Therapy • Ensure effective collaboration with key stakeholders to build capacity and maximise outcomes for children and young people • Contribute to the development of new services and provision managing relationships, culture, and people across agencies. • Develop and maintain sustainable income generation through traded services. This will involve leading on the development of innovative and evidence based interventions to support SEND in schools • Ensure regular audit of services take place and that services are compliant with national good practice, guidance, regulations, legislation including Ofsted frameworks. • Drive the development and review of self-assessment to highlight required improvements in delivery at local level
Strategic management	<ul style="list-style-type: none"> • Strategic responsibility for the performance of SEND and Inclusion case work across the locality area including analysis of needs and performance • Make a substantial contribution to the strategic leadership and management of the SEND Service through its senior leadership team. • Delivery of transformational change for the Service and delivering innovative solutions to service delivery and leadership. • Ensure that priorities within the Children and Young People's Plan are advanced in the identified area • Contribute to Directorate and cross-Directorate strategy and policy development • Responsibility for significant contribution to service wide transformation in working practices across SEND including early identification, interventions and casework. This will involve taking lead responsibility across the whole service for identified areas of development in accordance with the service plan • Establishing strong collaborative relationships with education leaders and other professionals to ensure effective support for children and young people with SEND and additional needs • Lead on the establishment and performance of locality based Inclusion Partnerships made up of leaders from educational settings to ensure individual children causing concern are identified and receive appropriate levels of support. • Ensure schools and educational settings are effectively embedding SEN support and early identification of children with additional educational needs • Work with health and social care colleagues to integrate plans and co-ordinate assessment processes • Ensure strong oversight of the high needs budget at locality level, particularly in terms of E3 and placement costs, 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 • Contribute to support to SENCOs within schools including analysis of professional development needs and the delivery of all phase SENCo networks

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	<ul style="list-style-type: none"> • Contribute to the development and implementation of a county wide workforce development framework for SEND and Inclusion • Analysis of the performance of individual schools and settings in terms of SEND and Inclusion providing appropriate support, challenge and escalation • Contribute to the identification of schools and settings causing concern in terms of SEND and Inclusion and contributing to the team around the school approaches as required. • Provide effective performance management which aspires to provide outstanding services and provision • Provide senior manager representation and insight at appropriate meetings • Actively seek opportunities for transformation of services and provision to meet needs of children and young people and ensure cost effectiveness. • 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. • Significant contribution to strategic plans, ensuring it reflects inspection recommendations, local need and the Children and Young Peoples plan
Communications	<ul style="list-style-type: none"> • Establish strong working relationships and communication with local multi-disciplinary teams across SEND and social care. • Ensure strong communication with stakeholders in terms of casework including schools, parents/carers, children and young people, health and voluntary organisations • Establish high profile and presence as the lead officer for casework in the locality providing support and challenge as appropriate, working closely with education providers to support and challenge practice • Ensure strong communication framework at locality level for individual parents/carers and children and young people to ensure feedback influences practice and development of services and provision. • Effective co-ordinated communication and support to SENCOs and equivalents in early years and post 16 settings • Ensure the effective function of the Locality Inclusion Panels made up of schools, social care and health • Ensure services establish rapport and respectful, trusting relationships with children, young people, their families and carers. • To ensure there are good communication systems, 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	<ul style="list-style-type: none"> • 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.

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	<ul style="list-style-type: none"> • Work closely with parents/carers, children and young people to maximise opportunities for co-production
Resource management	<ul style="list-style-type: none"> • To ensure the effective and timely deployment of the multi-disciplinary teams through direct effective line management of the locality team • Provide clear oversight and management of the high needs block commissioning allocation within the locality area including placement costs, allocation of E3 top up funding allocated to individual children. • Identifying creative interventions that meet the needs of children and young people at the earliest stage that are cost efficient or cost neutral • Contribute to the prudent management of locality based SEND budgets assigned to the locality partnership • To provide high levels of challenge to schools and settings in terms of the use of notional SEND budgets in schools and requests for further funding from the LA • To be responsible for the management of assigned budgets, complex staffing within the specialism area, ensuring resources are deployed effectively. Review impact of funding allocated to support children and young people with SEND in schools to ensure it is used effectively and with impact • To matrix manage the recruitment, monitoring, appraisal and performance management of staff within the Locality team. • To maintain oversight of all SEN administrative processes for the locality • To lead on the development of the commercial and trading opportunities and products of the locality multi-disciplinary teams and the service wide offer for NY and other local authorities • Significant contribution to the identification of further opportunities for transformation in terms of SEND and Inclusion • To ensure that all staff receive regular effective, reflective supervision and appraisals • To ensure that there is a training and induction plan for the SEND specialist team, SENCos, governors to ensure confidence in SEND and Inclusion • To lead on the confidence and capacity of local stakeholders to build capacity and resilience in the local area • To make a significant contribution to regulatory inspections including Local Area SEND Inspections, ILACS, Focussed Reviews to ensure high quality evidence of practice and strategic vision across the authority • To be concerned for staff welfare, offering support, at times of stress, praising work completed and monitoring performance, including sickness absence. • Forward plan to ensure resources are effectively managed and risks identified early. • To support auditors with their work and provide them with the necessary information.
Systems and information	<ul style="list-style-type: none"> • To ensure compliance with Freedom of Information Requests by collating, analysing, and releasing appropriate information. • To collate, analyse and report on performance information to members and senior managers. • To analyse and present information from performance dashboards for the locality • To ensure there are robust effective systems in place that provide suitable evidence to Ofsted in regulatory inspections • Ensure effective use of IT systems to review performance, set targets and develop improvement plans.

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Safeguarding

- Be responsible for promoting and safeguarding the welfare of children and young people
- To ensure services are appropriate and sensitive to the needs of children with additional needs
- Maintain oversight of safeguarding practices in settings across the locality
- To ensure issues are reported appropriately using the Local Area Designated Officer to advise and ensure the appropriate inspectorate are kept informed.
- Ensure services are safeguarding compliant, making effective use of support services including legal, insurance and HR.

Person Specification

Essential upon appointment

Knowledge

- Extensive knowledge of Legislative framework for SEND detailed within the Code of Practice 2014, the Care Act 2014, Equality Act and Education Act 1996 and its application.
- Extensive knowledge of associated statutory guidance for education
- Extensive knowledge of the continuum of support for children and young people with SEND from early identification to statutory assessment as detailed in the Code of Practice 2014
- Detailed knowledge of SEND practices and protocols and inclusion in education
- Knowledge of current best practice
- Extensive understanding of key working approaches to child centred case work, multi-agency assessment and review processes
- Knowledge of roles of professionals in SEND across the LA and partner organisations
- Knowledge of factors influencing vulnerability together with main areas of SEND including Cognition and Learning, Communication and Interaction, Social, Emotional and mental health and Physical, Sensory, medical needs
- Knowledge of signs of safety
- In depth knowledge of high need funding methodologies for SEN
- Detailed awareness of current national developments in terms of SEND and Inclusion and High Needs funding and its implications for NY
- Knowledge of performance outcomes for LAs and education settings in terms of SEND and Inclusion
- Knowledge of regulatory frameworks including Ofsted and CQC, ILACS, Local Area SEND framework and schools inspections
- Knowledge of tribunal and evidence required to present the case of the LA
- High degree of understanding around the latest research and evidenced based interventions
- Good understanding of government policy process
- Understanding of the Children Act and Continuing Health Care and its application to individual young people
- Knowledge of joint commissioning with partner agencies and contract management

Desirable on appointment

- Knowledge of relevant research
- Excellent knowledge of Restorative Practice
- Knowledge of NHS and Health policies and guidance including children's continuing care and NHS Mandate
- Knowledge of Children and Adult Social Care Policy insofar as it relates to SEND

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- Knowledge of co-production and methods to engage with parents/carers, children and young people
- Knowledge of working within a political organisation

Experience

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| <ul style="list-style-type: none"> • Substantial and relevant experience of working with children and young people in education • Extensive experience in children's services, including management of cases with complex legal, professional and ethical issues including case conferences and other formal processes and proceedings • Extensive experience of working within a SEN legislative context • Significant experience of effective complex casework of children and young people based on key working approaches • Significant experience of collaborative and partnership working across a wide range of stakeholders including schools, settings, partner organisations, parent and carers and children and young people • In depth experience of people and budget management including supervising staff and performance managing staff • Experience of intra and inter-agency work. • Experience of effective change management and transformation • Experience of analysis of quantitative and qualitative data, report writing and delivery of high quality presentations to a variety of audiences | <ul style="list-style-type: none"> • Experience of responding to media enquiries. • Experience of working with academic research. • Experience of trading and commercialisation |
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Occupational Skills

- Strategic planning skills and ability to implement and embed effectively
- Strong performance management with ability to audit and evaluate.
- Ability to plan for and implement change effectively to improve services
- Ability to monitor services and practices to ensure agreed standards are maintained and intervene constructively where necessary
- Effective leadership skills to motivate teams and partnerships
- Ability to take a leading role in initiating action and making decisions
- Excellent organisation skills and the ability to organise and prioritise the work of the team effectively to agreed national and local standards.
- Ability to work at a strategic level to develop, manage and sustain innovative service approaches.
- Highly effective communicator able to influence relations with partners
- Ability to work in partnership with a wide range of agencies to deliver sustainable outcomes for children, young people and families and ensure needs of children and young people with SEND are met effectively.
- Strong ability to promote and support collaborative working across key partner organisations to meet the needs of children and young people with SEND
- Strong commitment to Anti Discriminatory Practice
- Excellent verbal and written communication skills
- Excellent ability to relate to children and young people
- Ability to understand complex performance information, complete detailed analysis and competently use the information to manage change.
- Ability to analyse assessment data and ensure appropriate interventions to meet assessed need
- Considerable understanding of prudent Budget Management within a context of complex budgets.

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<ul style="list-style-type: none"> • Ability to interpret financial and management information and statistical information and use it to improve services • Good Presentation skills (written and oral) • Proficient IT skills, e.g. email, word etc. • Ability to appropriately professionally challenge and be challenged. • Ability to speak publicly to wide and large audiences • Ability to establish positive relationships with elected members, head teachers, lead officer across partner organisations, and staff ensuring transparency and respect 	
<p>Professional Qualifications/Training/Registrations required by law, and/or essential for the performance of the role</p> <ul style="list-style-type: none"> • Degree level qualification in a related discipline 	<ul style="list-style-type: none"> • QTS or social work • Level 5 management qualification or above • Post graduate qualification
<p>Other Requirements</p> <ul style="list-style-type: none"> • Highly motivated and ability to work independently • Personal and professional demeanour and credibility which commands confidence of key stakeholders • Commitment to improving outcomes for children and young people • To be available and prepared to work evenings and weekends as necessary • Ability to meet the travel needs of the post. 	
<p>Behaviours</p>	<p>Link</p>

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.