

## Job profile

### Service and job specific context statement

<b>Directorate:</b>	Children and Young People's Service
<b>Service:</b>	Inclusion
<b>Post title:</b>	Disabled Children and Young People Manager
<b>Grade:</b>	SM2
<b>Responsible to:</b>	Assistant Director Inclusion
<b>Staff managed:</b>	Manages a team of specialist professionals
<b>Date of issue:</b>	July 2021
<b>Job family:</b>	<b>C&amp;S - Care &amp; Support</b>

### Job context

The specialist disabled children's service is established within the SEND Service (0-25) to ensure an integrated approach to education and care needs for children and young people with SEND and their families in terms of assessment, planning and decision making

The post holder will be responsible for:

- Significant contribution into key strategic developments to ensure consistency of practice across children's social care and SEND teams and the continued development of evidence informed practice
- The management of the specialist Disabled Children's Service including line management, performance and budget management
- Actively promoting sufficiency of provision to support children with disabilities and their families through informed commissioning and innovation opportunities
- Duties associated with the responsibility as named responsible officer for the Children's Resource Centres
- Commissioning appropriate high quality provision for disabled children and inputting into strategic commissioning and quality assurance plans, frameworks and developments insofar as they relate to disabled children and their families
- Engaging with health and education partners to ensure collective responsibility for children with disabilities in terms of decision making, outcomes and funding
- Ensuring commitment to transitions to ensure that appropriate pathway options for young people with disabilities are determined including maintaining strong and effective partnerships with Health and Adult Services and health commissioners.

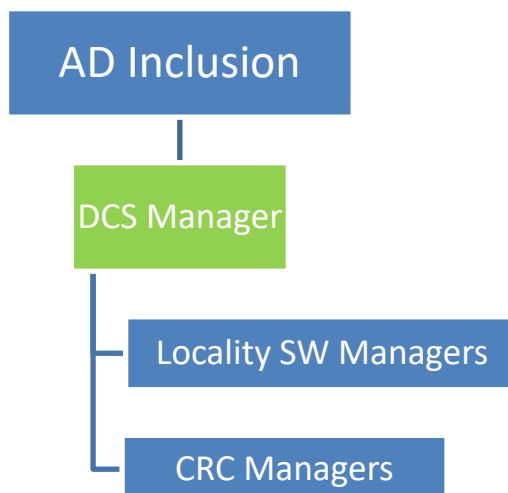
#### The post holder will

- Ensure CYPS is fully compliant with its statutory responsibilities for disabled children and their families as defined in the Children Act 2004, Children and Families Act 2014, the CSDPA 1970 and the Short Breaks Duty.
- Be responsible for the development and delivery of the strategic plan for social care support for children with disabilities, and contributing to the wider SEND local area strategy.
- Will ensure that needs of children and young people with disabilities (0-18) and their parents are effectively identified through high quality assessment and collaborative working across Children and Young People's Services, HAS and health and are met appropriately.
- Be responsible for the direct management and performance of the Disabled Children's service

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- Managing the operational delivery, performance, resources both human and financial and strategic development of residential provision in Children's Resource Centres. This includes the management of Registered Managers in Children's Resource Centres
- Commission appropriate high quality provision for disabled children and young people
- Engage with providers to develop commissioned services available to support families with disabled children
- Work within the context of the preparation for adulthood agenda by ensuring young people are effectively supported at transition providing oversight of negotiations between SEND Locality Team Leaders and senior managers in HAS and Health in relation to financial contributions to packages of support
- The safeguarding of children and young people is paramount. For those with additional and complex needs this is an area requiring specialist skills and knowledge. This will be ensured by the post holder maintaining strong professional supervision and oversight of more complex cases.
- The post holder and all Social Care staff within the SEND Service (0-25) will continue to access professional development via the Workforce Development Council, maintain their registration with the Health and Care Professions Council (HCPC), attend CSC development days and work to Children's Social Care policies and procedures

## Structure



## Job Description

### Job purpose

The post holder is a senior member of the Inclusion Management Team. The postholder will have responsibility for a cross directorate and multi-agency approach to raising awareness of disability and ensuring the needs of children and young people and their families are identified and met. The post holder will lead and manage the disabled children's service and the 3 Children's Resource Centres, ensuring children are safeguarded and assessed needs of the family are met in a proportionate and cost effective way

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<b>Operational management</b>	<ul style="list-style-type: none"> <li>• Ensure delivery of the functional service area in accordance with current legislative requirements, all relevant policies and procedures and to agreed performance targets</li> <li>• To line manage, support and advise SEND Locality Social work managers and the CRC Managers in relation to operational matters and complex cases as well as supervision, appraisal and performance management</li> <li>• To ensure specialist disabled children's services acts in an advisory capacity to colleagues in Children and Families, settings, parents and key agencies to direct and implement policies, procedures and seek resolution of complex cases</li> <li>• Ensure quality of practice standards are implemented across specialist disabled children's services</li> <li>• Provide appropriate challenge and support to the decisions of other social care and SEND managers</li> <li>• Ensure transition to HAS or into the specialist service is seamless</li> <li>• Manage performance and quality assurance activity and ensure value for money across service provision, act on inadequate performance as appropriate</li> <li>• Set and deliver high service standards</li> <li>• Ensure high quality performance of specialist disabled children's services against key performance indicators</li> <li>• Support the work of the integrated SEND Service (0-25) by ensuring all managers and staff understand their role and contribution to Education, Health, Care Plans ensuring that information is provided by Social Workers in relation to the care needs of children and young people with EHCP's, and ensure that workers and appropriate managers attend annual reviews as and when necessary</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>• Ensure regular communication across CYPS regarding developments in social care practice for children with disabilities</li> <li>• Ensure consistency of practice in terms of communication with parents and carers</li> <li>• Ensure information in relation to the service is current and accessible</li> <li>• Ensure effective systems and data based information handling; bringing together shared information and making good use of available information</li> <li>• Ensure all managers and staff maintain timely and accurate records and work processes; ensure effective use of the case management system so as to evidence required standards, performance and outcomes</li> <li>• Ensuring an effective framework by which the views of parents/carers and children and young people inform the development of evidence informed services</li> </ul>
<b>Partnership / corporate working</b>	<ul style="list-style-type: none"> <li>• Significant contribution into key strategic developments for assessing and meeting the needs of children with disabilities across children's social care, health and the voluntary sector</li> <li>• Develop and maintain good internal and external working relationships with partner organisations, stakeholders and providers around children with disabilities</li> <li>• Work with key partners to ensure sufficiency of provision and short breaks</li> <li>• Support other agencies in understanding and complying with their responsibilities regarding the safeguarding of disabled children</li> <li>• Ensure performance data relating to safeguarding activity, including activity of other agencies, is routinely collected and analysed</li> <li>• To work actively with local health and education professionals and Health and Adult Services as well as other voluntary agencies and bodies and attend relevant inter-agency meetings as appropriate</li> </ul>

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	<ul style="list-style-type: none"> <li>• Ensure involvement of other key agencies , OT, Health, education to ensure holistic response to identified needs of children and their families</li> </ul>
<b>Resource management</b>	<ul style="list-style-type: none"> <li>• Lead and manage a group of Locality social work team managers including taking responsibility for all aspects of leadership, performance and appraisal, training, staff development recruitment, attendance management, grievance, discipline and capability</li> <li>• Ensure decisions regarding resources are transparent with independent challenge and consider value for money and are subject to regular review</li> <li>• Contribute to the wider management of financial resources through robust financial management including adhering to all expenditure targets and ensuring services for disabled children are delivered within the context of overall budgetary constraint</li> <li>• Lead on the innovation of services to ensure they provide a high quality and value for money service</li> <li>• Be responsible for performance management of the service</li> <li>• Maintain oversight of the demand and effectiveness of direct payments for families including appropriateness of spend</li> <li>• Development of clear policy to provide guidance on core spend of the service, expectations regarding contributions from families</li> <li>• Contribute to the development of annual budget estimates ensuring realisation of efficiency targets whilst maximising delivery of positive outcomes for disabled children</li> <li>• Overall management of budgets for the CRCs and specialist disabled children's services and taking action to mitigate overspend and ensure value for money</li> <li>• Ensure clear understanding of the Continuing Care Framework and provide challenge as appropriate when thresholds for financial contributions are not met</li> <li>• Drive continuous performance improvement</li> <li>• Use relevant data and trends to identify and set key developments in service delivery, performance measures and indicators</li> <li>• Ensure that all performance reporting is timely and accurate so as to enable strategic and operational managers to make informed decisions</li> <li>• Ensure that strategic plans accurately reflect needs assessments and deliver on priorities in line with key performance indicators and required outcomes</li> <li>• Take responsibility for compliance with national performance reporting guidance and frameworks including inspection data</li> <li>• Ensure that operational delivery plans are effectively monitored and tracked with adherence to formal reporting mechanisms so as to ensure delivery within timescales</li> </ul>
<b>Systems and information</b>	<ul style="list-style-type: none"> <li>• Ensure all managers and staff maintain timely and accurate records and work processes; ensure effective use of the case management system so as to evidence required standards, performance and outcomes</li> <li>• Ensure quality assurance framework is embedded across the service including case file audits</li> <li>• Work collaboratively across children's social care to ensure that systems reflect the circumstances of disabled children and their family and embrace expected practice standards across CYPS</li> <li>• Ensure service information is shared with relevant other agencies and key stakeholders in order to ensure access to services is smooth and effective</li> <li>• Refer issues of poor practice, issues of media interest and any other issues that require reporting to the AD Inclusion</li> </ul>

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	<ul style="list-style-type: none"> <li>• Share information and ensure good practice is in place regarding confidentiality and data protection</li> <li>• Ensure performance monitoring information is routinely available to Locality Team Leaders and others as appropriate</li> <li>• Understand the importance of sharing information, how it can help and the risks of not doing so</li> <li>• Ensure effective systems and data based information handling; bringing together shared information and making good use of available information</li> </ul>
<b>Strategic management</b>	<ul style="list-style-type: none"> <li>• Lead on the development of strategy for specialist disabled children's services</li> <li>• Ensure an ethos of learning from other LA's and evidence based practices to inform innovation and continuous improvement</li> <li>• Maintain an active overview of trends of children with disabilities across NY, sufficiency of providers, short breaks</li> <li>• Ensure provision available to support children and families reflects a continuum of need and includes contingency planning when placement issues arise as an emergency</li> <li>• Ensure support for families is accessible and appropriate to meet need and escalation of need</li> <li>• Ensure appropriate standards are in place in anticipation of inspections and other quality assurance exercises</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• Ensure all staff are fully trained and confident in safeguarding legislation and procedures</li> <li>• Ensure regular case file audits and case reviews to identify practice and lessons that can be learnt to improve service response</li> <li>• Ensure all managers and staff maintain timely and accurate records and work processes; ensure effective use of the case management system so as to evidence required standards, performance and outcomes</li> <li>• Be responsible for ensuring the Locality Social Work Managers are accountable for the delivery of service performance</li> <li>• Ensure Government guidance and legislation is interpreted appropriately and adhered to in a manner consistent with best practice</li> <li>• Monitor and evaluate case files and decision making to ensure standards, safeguarding and high quality provision</li> </ul>

## Person Specification

Essential upon appointment	Desirable on appointment
<b>Knowledge</b> <ul style="list-style-type: none"> <li>• Extensive knowledge of the legal framework for children's social work, CSDPA, Care Act, Children and Families Act, and the Short breaks Duty</li> <li>• Extensive knowledge and fundamental understanding of current research and good practice standards in relation to children with disabilities, children and young people &amp; families at a local and national level.</li> <li>• Awareness of current national developments for children with disabilities, children and families.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of performance improvement methodologies</li> <li>• Knowledge of project management methodologies</li> <li>• Knowledge of continuing healthcare policy including children's continuing care and NHS Mandate</li> </ul>



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<ul style="list-style-type: none"> <li>• In depth knowledge of Local Authority policies in relation to children with disabilities including all relevant safeguarding policy and high quality practice</li> <li>• Knowledge of political context for the work</li> <li>• Extensive knowledge of person centred/outcome focussed assessment and planning and the personalisation agenda</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of funding methodologies for high need children and young people with SEN</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Extensive post qualifying experience within a relevant professional field.</li> <li>• Extensive case management experience of cases with complex, professional and ethical issues including child protection, court proceedings, case conferences and other formal processes.</li> <li>• Substantial experience as a manager in Children's Services.</li> <li>• Experience of change management and innovation in Children's Services</li> <li>• Experience of people management including managing recruitment, discipline and grievance processes and performance management.</li> <li>• Extensive experience of working within statutory guidance and within strict statutory timelines</li> <li>• Experience of budget management including budget planning, expenditure control, and identifying savings.</li> <li>• Experience of performance management of services against an agreed framework and key performance indicators</li> <li>• Substantial experience of intra and inter-agency work at senior manager level. Able to demonstrate examples of making a practical difference.</li> <li>• Experience of service and/or policy planning and development</li> <li>• Experience of successfully planning for and contributing to OFSTED inspection process</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with Directors and Members</li> </ul>
<p><b>Occupational Skills</b></p> <ul style="list-style-type: none"> <li>• Ability to champion change and to lead services during periods of change and development, minimising the impact on staff morale and maximising the positive outcome.</li> <li>• Ability to monitor services and practices to ensure agreed standards are maintained and intervene constructively where necessary</li> <li>• Excellent communication skills, verbal &amp; written, including the ability to use different methods according to service users' and professionals' differing needs. Good negotiation and report writing skills.</li> <li>• Good political skills and ability to operate effectively and promote services for children and young people in a political environment</li> <li>• Ability to plan and develop new ways of working, including integrated with other key agencies.</li> <li>• Leadership skills and the ability to promote the organisation's policy and objectives</li> <li>• Strategic thinking</li> <li>• Good level of IT literacy, sufficient to manipulate documents and spreadsheets and to interrogate case recording systems</li> </ul>	<ul style="list-style-type: none"> <li>• Formal project management skills</li> </ul>
<p><b>Professional Qualifications/Training/Registrations required by law, and/or essential for the performance of the role</b></p>	<ul style="list-style-type: none"> <li>• Management qualification</li> <li>• Advanced or post or Post-Qualifying professional training</li> </ul>

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<ul style="list-style-type: none"> <li>Fully qualified, accredited social work professional status (CQSW, DipSW, CSS)</li> <li>Current registration with Health and Care Professions Council</li> </ul>	<ul style="list-style-type: none"> <li>Degree level qualification in relevant area</li> <li>Systemic training qualification</li> </ul>
<b>Other Requirements</b> <ul style="list-style-type: none"> <li>Ability to travel across the County</li> <li>Understanding of County equality and diversity issues</li> <li>Ability to attend meetings outside of normal business hours</li> <li>DBS check required</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.