



Role Profile

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| Job Title: 0-25 Practice Lead for Statutory SEND Services | Role Profile Number: PCDH130 |
| Grade: Q | Date Prepared: March 2022 |
| Directorate/Group: Children's Services | Reporting to: Head of Statutory SEND |
| Structure Chart attached: | No |

Job Purpose

The successful post holder will be an enthusiastic, motivated and organised individual who has a proven track record as a SEND Statutory Practitioner. They will be passionate regarding education and further developing an effective workplace learning culture.

The Practice Lead will be responsible for maintaining partnership working and strong communication between Swindon Borough Council and our all Providers. They will work alongside new and existing statutory SEND officers including SEND operational and statutory team members to ensure they receive a high level of support, education and supervision throughout their training and on-going professional development. They will also be responsible for overseeing the induction programmes within the service and will deliver the Swindon SEND Casework Standards Training to existing and new staff and will work with the team leads and the SEND & Inclusion Training Officer regarding staff training and learning opportunities.

The Practice Lead will be responsible for delivering training on the Education Management System specifically ensuring that the SEN2 return data is maintained to an accurate high standard; Invision 360 Tools – Quality Assurance and Annual Reviews; Care Director and for quality assuring the shared drive sites.

The Practice Lead will also work with Corporate Learning and Development to support and develop the SEND aspect of The Swindon Learning Academy and support the development of a regional training facility. They will maintain their own clinical expertise by spending a minimum of 20% in practice.

Key Accountabilities

- Provide pastoral care and professional support in clinical practice to SEND Statutory Team throughout their employment with Swindon Borough Council.
- Provide expert advice, guidance and support to the mentors working with SEND apprentices.
- Be involved in educating, training, supervising and assessing existing and new staff in practice

alongside with their team leaders.

- Ensure learning sets are kept up to date and relevant to trends and changes within practice and the population.
- Plan and implement a rolling programme of learning events and practice development sessions.
- Facilitate learning sets for staff on induction and professional learning development.
- Work with the professional leads to identify and facilitate future training for staff.
- Support the delivery and embedding of multiagency learning initiatives within the organisation, through evaluation of learning and measuring the impact and outcomes achieved.
- To be the main point of contact for Corporate Learning Development and any outside training facilitators.
- Support and guide team leaders and mentors in the workplace ensuring continuity in assessment and addressing inconsistencies.
- Contribute to maintaining accurate training records ensuring any relevant information is passed to the correct personnel i.e. line manager.
- Oversee and maintain the service databases to a high standard ensuring that all the information recorded on systems is timely and accurate.
- Demonstrate and role model a high standard of practice at all times.
- To complete education audits as required by senior leaders and participate in Swindon Borough Council's audit process as required.

Supplementary Accountabilities

- Clinical practice within 0-25 service in accordance with policy and procedure.
- Contributing to safeguarding procedures as appropriate.
- To participate in the staff appraisal process, maintaining records of personal development and training.

Knowledge & Experience

- Excellent oral and written skills, adaptable for a range of audiences, requiring a high level of interpersonal skills and communication competencies, including advocacy, coproduction, conflict and dispute resolution.
- Significant practitioner experience in care or health service delivery and/or education provision 0-25 years.
- Evidence of a good level of IT and computational skills.
- Experience of working proactively with partners and stakeholders including parents, children and young people to gather feedback and shape the service provided.
- An understanding of current issues and legislation relating to special educational needs and disability, inclusion and human rights.
- Working knowledge of the education curriculum and graduated approach, personalised learning and education assessment processes, of Care Act and health transformation planning and NHS standards
- An understanding of the educational implications of the full range of special educational needs (SEND) from 0 – 25 years and of the features of an effective preparation for adulthood.
- Ability to analyse technical assessment information from a range of professionals and synthesise.

- Knowledgeable of SEND assessment and practice.
- Facilitating change in practice (Desirable)
- Teaching and presentation skills.
- To have the ability to work to the time scales agreed for allocated tasks and duties.
- Excellent time management skills.

Qualifications

- Degree or equivalent is desired or relevant experience.
- Significant office experience, preferably within the education sector.
- Full Clean Driving Licence.

Decision Making

- The ability to identify gaps in the learning provision offered and solutions to fill them
- To have the ability to analyze and evaluate conflicting opinions and communicate relevant information to the appropriate person.
- The ability to recognise and act should a team member have difficulties in practice, developing a holistic support plan as required and understanding the procedure to raise concerns as required by Swindon Borough Council.
- The ability to organise and prioritise workload, meeting deadlines as required.
- Organising and prioritising work so that decisions are made in a timely way and in order of priority.
- Ability to work flexibly under pressure to both self-determined and prescribed deadlines.

Creativity and Innovation

- The ability to be adaptive and work under own initiative.
- To act as an information resource within the 0-25 service regarding education and workplace learning.
- To implement relevant and current evidence based education on a group or individual basis
- To produce and present accurate, detailed, and complex reports and present information in a way that is useful and compelling to the audience.
- Credibility, integrity and ability to manage through change.

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| <p><u>Job Scope</u></p> <p>Number and types of jobs managed</p> <p>Typical tasks supervised/allocated to others</p> | <p>Budget Holder Responsibility:</p> <p>Asset Responsibility:</p> | <p>No</p> <p>No</p> |
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Contacts and Relationships

- Wide range of audiences both internally and across organisational boundaries.
- Commitment to challenging all forms of unfair and unlawful discrimination, false assumptions, prejudice and stereotyping, and to ensure effective implementation of the project to ensure all people have fair and equal access to services and job opportunities.

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| Employee Signature: | Print Name: |
| Date: | |
| Line Managers Signature: | Print Name: |
| Date: | |