



**SWINDON**  
BOROUGH COUNCIL

## Role Profile

<b>Job Title:</b> Statutory Services Manager Special Educational Needs (SEN)	<b>Role Profile Number:</b> PCDH49
<b>Grade:</b> R	<b>Date Prepared:</b> 29 <sup>th</sup> June 2019
<b>Directorate/Group:</b> Children Services Education- Special Educational Needs and Disability	<b>Reporting to:</b> Head of SEND
<b>Structure Chart attached:</b>	

### Job Purpose

- On behalf of the Council, to lead an effective SEN statutory service, and develop and lead a strategy to improve statutory service improvement and efficiency.
- To lead and facilitate partnership working with key agencies and strategic partners to ensure wide stakeholder engagement, awareness and skills in joint working to improve outcomes for children and young people with SEND.

### Key Accountabilities

- To lead and manage the area wide provision for statutory assessment and coordination of statutory plans and associated tracking, quality and impact, including the strategic service work with health and care services.
- To lead and manage a strategy for improving the quality and impact of EHCPs including identification of complex long term SEN and targeted workforce support and training.
- To lead on joint working with strategic leadership groups such as head teacher associations and clinical commissioners to ensure that referral and assessment pathways are efficient and accessible and that improvements are coproduced.
- Lead on service partnership working with parent and young people's forums and providers to ensure appropriate support and challenge is offered through shared working, placement monitoring and joint planning.
- To lead and develop a strategy to improve on access to appropriate educational provision for a range of children and young people with statutory plans (SEN) across Swindon and for supporting the effectiveness of all providers in delivering well evidenced, high quality education and

improved person centred outcomes for children and young people.

- To lead and manage the delegated Local Authority decisions for statutory assessment of SEN and ensure effective advisory panel and quality assurance process are in place.
- To lead and manage the processes for budget decisions relating to the individual commissioning of specialist placements within a market development strategy, including the shared responsibility for budget monitoring, best value performance and transparency.
- To lead and manage the performance of the statutory service.
- To ensure that all work undertaken enables equal opportunities regardless of ethnicity, disability and other protected characteristics
- Promote the Children's Services in accordance with the Business Plan and good customer care practice and be responsive to customers, head teachers, parents, Governors and elected members.

### **Supplementary Accountabilities**

- Accountable to corporate and strategic leadership for due diligence and compliance
- Ensuring accurate reporting of data relating to statutory performance for external scrutiny and publication
- The post holder is responsible for making decisions that impact on budgets held by senior leaders and therefore has to demonstrate and apply a clear rationale for delegated decisions

### **Knowledge & Experience**

#### Essential

- Advanced specialist and detailed knowledge of special educational needs legislation, policy and research
- Excellent oral and written communication skills with proven ability to distil, translate, analyse and communicate complex information accurately, clearly and concisely
- Significant experience of managing a successful team in the area of special educational needs and disability
- Experience of managing complex development projects
- Outstanding organisational skills and proven ability to prioritise tasks, establish quality assurance systems, development plans and coproduced service design.
- Significant experience of managing and/or delivering statutory assessment functions and processes for SEND including policy development, placement and sufficiency planning and placement monitoring.
- Demonstrable evidence of working regularly and effectively with a wide range of stakeholders, in particular communities and local people, senior leaders and decision making groups

#### Desirable

- Knowledge of the issues facing public services in general and this council in particular
- Knowledge of commissioning, market development and needs analysis
- Budget management and reporting skills

## Qualifications

### Essential

- Degree in education (B.A, B.Ed) or equivalent management qualification
- Post graduate qualification in special educational needs /disability or closely related area or equivalent training and experience
- A commitment to continuous professional development and those of others

## Decision Making

### Essential

- Statutory assessment and evidence based decision making
- Quality assurance and audit
- Ensuring statutory compliance and best practice in accordance with the SEND Code of Practice

### Desirable

- Discharge of Local Authority duties for statutory processes for SEND

## Creativity and Innovation

### Essential

- Demonstrable skills in communication and ensuring quality of service
- Significant experience of joint working to deliver improved outcomes for children and young people

### Desirable

- Effective advice, guidance and targeted training for workforce development relevant to area of responsibility

<p><b><u>Job Scope</u></b></p> <p><b>Number and types of jobs managed</b></p> <ul style="list-style-type: none"> <li>• Team Leaders (3)</li> <li>• Finance and personal budgets officer (1)</li> </ul> <p><b>Typical tasks supervised/allocated to others</b></p> <ul style="list-style-type: none"> <li>• Management of a team of 2-3 EHCP coordinators</li> <li>• Establishment and maintenance of relationships with service users and education leaders</li> </ul>	<p><b>Budget Holder</b></p> <p><b>Responsibility</b></p> <p><b>Asset Responsibility:</b></p>	<p>No</p> <p>Safeguarding, data protection and due diligence for statutory compliance</p> <p>.</p>
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## **Contacts and Relationships**

Evidence of ability to work with tact and sensitivity with clients and others including

- SENDIST, Department for Education Advisors, Ofsted
- Council and CCG staff, and staff in commissioned services
- Special Needs Service providers including head teachers, SENCos and Managers
- Parent Carers, children, young people
- Information and Advice services, school improvement, alternative provision and Virtual School
- Clinical Commissioning Group (CCG) commissioners and managers
- Local Authority Commissioners
- Health & Wellbeing board, SEND Strategic Board
- Cabinet members

## **Values and Behaviours**

We strive to underpin our culture through strong management and authentic leadership, this means getting the management basics right, and ensuring what we commit to individually and collectively, we own and demonstrate accountability aiming to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours , this means in our work we are:

### **Connected: We put Swindon and its people at the heart of everything we do.**

We display a communication and behaviour style that promotes a positive Council identity in connecting with residents, customers, colleagues and other stakeholders ensuring a partnership approach to delivering our vision. Always asking, “is what I am doing in the best interests of Swindon and its people,”?

### **Resilient: We are forward thinking and work smart**

We seek to identify where things can be improved, ensuring this learning is embedded, evaluated and built upon through a strong approach to continuous organisational development.

### **Brave: We respect and work together with our colleagues and customers to achieve success**

We act in an emotionally intelligent way, setting positive examples around accountability, risk and governance. This will be delivered through developing ourselves and our teams to achieve the highest possible levels of productivity and performance.

## **Other Key Features of the role**

(working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury).

<b>Employee Signature:</b>	<b>Print Name:</b>
<b>Date:</b>	
<b>Line Managers Signature:</b>	<b>Print Name::</b>
<b>Date:</b>	