

<b>Job Title:</b> Special Educational Needs and Disability (SEND) Inclusion Manager	<b>Role Profile Number:</b> PCDH43
<b>Grade:</b> S	<b>Date Prepared:</b> 13 May 2020
<b>Directorate/Group:</b> Children's Services- Education	<b>Reporting to:</b> Deputy Principal Educational Psychologist and/or Interim Strategic Lead for SEND.
<b>Structure Chart attached:</b>	

### Job Purpose

- On behalf of the Council, to manage the interface between the statutory functions and the graduated response including management of the service provided workforce development programme, traded services, and commissioning and/or delivery of centrally retained SEND advisory and support services.
- To work effectively in partnership with parents, young people, education, health and care services, commissioners and information services to promote inclusion of children and young people with special educational needs and disability including leadership and management of the provision of a Local Offer website for information and commissioning functions.

### Key Accountabilities

- To lead on the delivery of Local authority statutory duties in to the provision of a Local Offer for SEND and to work proactively with partners and stakeholders including parents and carers to develop a strategy for continuous improvement.
- To develop a strategy and lead on coproduction work for the SEND service with parent carers, children and young people, providers and other services to develop a SEND offer which builds local capacity to support all young people and which helps shape and improve the SEND service with a focus on early support and help and inclusion.
- To lead the service in developing and quality assurance of participation and engagement through the direct work of the service and indirectly through workforce and provider support across the area; developing area wide resources and strategies with other service leads in care, health, public health and education.
- To work closely with partners across the Swindon area and beyond to ensure that outcomes for local children and young people with SEND 0 -25 are continually improved, particularly through early identification and help via universal and targeted services.
- To deliver rapid and significant service improvement and lead the work to shape the partnership between providers and Local Authority for children and young people with special educational needs and disability up to the point of request for statutory assessment of SEN.

- To identify focus, lead and manage service reviews on the impact and incidence of special educational needs at all levels of need in specific cohorts, for example electively home educated children, looked after children.
- To establish and lead the strategy for the effective development and deployment of the advisory services for education and their interface with other support services, managing the strategic and operational delivery of support services within scope either directly and/or through commissioning activities.
- To operationally manage the use of the delegated budget for advisory services and the resource for any workforce/traded services and ensure efficient reporting, sustainability and management
- To lead, co-ordinate and ensure effective joint working for SEND with the designated clinical/medical officer particularly in regard to medical and safeguarding needs for children and young people with SEND.
- To lead on the development of service information and enabling resources, and working with other service managers, co-ordinate, develop and lead a strategy for service provided workforce development activity in relation to special educational needs and disability.
- To research, develop and lead on a strategy for the development and provision of traded services for workforce development and SEND specialist support beyond core service functions.
- To take a strategic lead for reviewing the sufficiency and effectiveness of consultation and participation within the service and across SEND relevant services and the impact on outcomes for children and young people
- To lead on service communications, including Council website and other corporate communications to ensure effective links to the Local Offer, accuracy and statutory compliance.
- To represent the Local Authority as a senior leader, attending and delivering at conferences, or regional groups including the South West SEND Group meeting, Out of Borough meetings and all other associated meetings as necessary.
- To ensure work undertaken meets the required standards and performance criteria for the safeguarding and well-being of children and young people.
- 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, Governors and elected members.

### **Supplementary Accountabilities**

- To act as the LA representative on national or regional groups and deputise for the Head of SEND when required

### **Knowledge & Experience**

*Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:*

Essential:

- 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 and manager experience in the education sector (SEND)

- 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
- An understanding of the educational implications of the full range of special educational needs (SEN) from 0 – 25 years and of the features of an effective preparation for adulthood, and the SEND legislation, regulations and guidance
- Ability to analyse technical and assessment information from a range of professionals and synthesise
- Thorough understanding of best value evaluation and evidence based practice
- Experience of budget or resource management
- To have a competent level of IT and computational skills

#### Desirable

- Significant experience of management of project or team working and of implementing systemic and/or cultural change
- Working knowledge of the Care Act and health transformation planning and NHS standards
- Knowledge and experience of service commissioning
- Qualification or training in adult learning and/or quality assurance

### **Qualifications**

#### Essential

- Professional qualification in teaching, health care or social care or related area of training
- Degree in education (B.A, B.Ed) or equivalent leadership and/or management/business qualification or substantial equivalent experience
- A commitment to continuous professional development for self and others

#### Desirable

- Post graduate qualification in special educational needs /disability or closely related area

### **Decision Making**

- Ability to establish relationships based on trust and respect and shared objectives to facilitate joint planning, decision making and improved outcomes for children and young people
- Effective decision making relating to prioritisation of time within a context of competing demands
- Ability to work effectively and to make justifiable decisions when under pressure, particularly from competing demands and priorities, often within tight timescales, and without the opportunity to confer with a senior officer.
- Efficient and robust decision making based on a thorough understanding of the Special Educational Needs and Disability Code of Practice and related guidance, regulations and law.

### **Creativity and Innovation**

- A commitment to think innovatively, creatively and logically, to develop creative solutions related to



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