



# Job Description

<b>Job Title</b>	SEND Team Manager
<b>Directorate</b>	Children and Young People's Services
<b>Service Area</b>	Education and Inclusion
<b>Grade</b>	10
<b>Competency Level</b>	2
<b>Salary</b>	£56,673 - £62,570
<b>Job Type</b>	Hybrid
<b>Location</b>	Parklands Customer Focus Centre
<b>Disclosure and barring service (DBS)</b>	Enhanced with Child Barred List (Child Workforce)
<b>Job Evaluation Ref No</b>	A7201

## Job Purpose

To support schools and settings in applying the graduated approach to meeting the needs of pupils with SEND.

To effectively manage the statutory and non-statutory duties related to the assessment, identification and placement of children and young people with SEND in accordance with the statutory requirements of the Children and Families Act 2014 and the City Council's policies and procedures.



Merseyside & Cheshire LGBTIQA Chartermark

To lead on the effective planning of placements across mainstream, special and the non-maintained and independent sector for those pupils with EHC plans and those entering SEN assessment provision.

### **Directly Responsible For:**

Senior Casework Officers; SEN Performance and Data Officer; Placement and Monitoring Officer

### **Directly Responsible To:**

Head of SEND

### **Main Areas of Responsibility:**

- To be responsible for all strategic development of the SEND Team, ensuring that the highest possible quality service is given to parents and carers and schools and settings
- To work with SEND services and partner agencies in supporting schools and settings to meet the needs of children and young people with SEND in mainstream environments wherever possible and appropriate in accordance with the Code of Practice 2015, the City Council's SEND Strategy and the graduated approach to meeting SEND
- To manage the statutory requirements of the Children and Families Act 2014 relating to the assessment and planning for children and young people with SEND aged 0 – 25
- To work closely with the Senior SEND Casework Officers in reviewing and establishing robust systems for the allocation of cases, the management of casework, the interface with schools and settings
- To ensure that parents/carers, children and young people are at the heart of the Education Health and Care (EHC) planning process

- To ensure that the statutory timescales prescribed by legislation are adhered to and performance against these requirements is rigorously monitored
- To take a strategic lead in the analysis and planning of placement requirements, working closely with the SEND Commissioner and other colleagues, as appropriate, including the Capital Team, School Organisation Team etc.
- To attend SEND Finance Meetings and contribute relevant information and data with regard to the planning and provision of appropriate places
- To work closely with the High Needs Funding and Personalisation Manager to ensure that the processes for the allocation and review of high needs funding are closely aligned to the work of the SEN Team and that all staff are familiar with them
- To standardise and quality assure EHC plans during the draft, final and review process, providing timely and effective feedback to improve service delivery
- To provide accurate and timely data and information relating to numbers on roll for special school and resourced school placements to Schools Finance
- To provide regular information updates to Schools Finance on banding levels
- To ensure that an outcomes-based approach is adopted across all areas of the assessment, planning, monitoring and review process, in close liaison with partners
- To keep up to date with all changes in SEND legislation, policy and guidance
- To attend all relevant meetings as requested by the Head of SEND and Inclusion
- To performance manage the Senior Casework Officers, SEN Performance & Data Officer, Placement and Monitoring Officer ensuring that regular Let's Talk meetings and Performance Appraisals are carried out in accordance with Council policy
- To take lead responsibility for all recruitment and HR issues relating to the SEND Team

- To represent the SEND Team in contributing to the Fair Access Panel process, ensuring that the highest quality information is provided on SEN cases and that follow up actions are completed
- To play an active role in the Provision and Placement Panel ensuring that all submissions are comprehensive and of high quality and deputising for the Head of Service as Chair of the Panel as and when required
- To lead on the development of an effective process for consideration of cases once an assessment has been completed and if an EHC plan is agreed, the appropriate
- To ensure that children and young people attend maintained schools in Liverpool wherever possible and appropriate in accordance with the SEN Code of Practice 2015 and that every possible effort is made to support them within the City
- To establish close working practices and communication channels with colleagues within Health and Social Care and other relevant agencies and partners to ensure that the EHC process runs smoothly and effectively
- To liaise closely with Finance colleagues to ensure that Personal Budgets are administered efficiently
- To chair and lead the Local Authority Moderating Panel, or equivalent, for consideration of requests for statutory assessment
- To manage the Non-Maintained and Independent Schools budget, Other Local Authorities' budget and SEN Team's budget by closely and regularly monitoring and forecasting expenditure, taking appropriate action and providing Finance with all necessary reports
- To work closely with schools to ensure that referrals for statutory assessment are appropriate and that schools are aware of their duties in relation to meeting the needs of children and young people with SEND
- To ensure that transition for pupils with EHC plans is planned and communicated clearly with settings and families

- To ensure that the Performance Management Framework is effectively implemented within the Team through effective team planning and individual target setting
- To attend SEND Finance Meetings and contribute relevant information and data with regard to the planning and provision of appropriate places
- To attend and represent the SEND team on appropriate senior managers' meetings and working groups
- To liaise closely with Education, Health and Social Care colleagues to promote co-operative relationships for the families that are being supported both during assessment and in receipt of an EHC plan
- To have Lead Officer responsibility within the Team for all Child Protection and Safeguarding issues
- To ensure statutory data returns are completed to a high standard and within agreed timescales
- To represent the Service on any relevant regional and national groups on matters relating to SEND
- To work flexibly in terms of working hours and practices as required by the Service Manager, SEND
- To undertake any other professional duties which fall within the remit of the post as identified by, and agreed with, the SEND Service Manager
- To maintain confidentiality of information at all times in accordance with the procedures of the Freedom of Information Act and Data Protection Act 2018
- To develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of the work undertaken

## **Supervision and Management Responsibility:**

- Ensuring activities are planned to include meaningful one to one conversations, quality annual appraisals and regular workforce planning and development

- Manages performance and behavioural issues effectively

## Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact
- Monitor financial performance and deliver within budget
- Monitor financial performance, deliver within budget and seek savings and efficiencies by exploring opportunities to draw funding where appropriate
- Set, monitor, and remain within budget whilst challenging the team to deliver increased efficiencies
- Explores different options for funding and income generation

## Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

## Physical Demands of the Job:

- The post holder will be required to use desk and computer screen for prolonged periods of time

## Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally.

- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

## Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level: **Level 2**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

# Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

## Qualification and training

### Essential

- Degree or equivalent level qualification (A)
- Extensive training in the SEND Reforms as enshrined in the Children and Families Act 2014 (A)
- Evidence of continuing professional development in a relevant Children Services discipline (A)

### Desirable

- IPSEA Level 1, 2 and 3 legal training

## Experience

### Essential

- Recent experience of working within an educational/Children's Services Environment (I)
- Working experience and in-depth knowledge of all aspects of the Children and Families Act 2014 and all associated legislation including SENDIST regulations (A/I/P)
- Experience of effective strategic planning, developing, leading and implementing new ways of working in order to bring out improvements to practice and delivering new initiatives to timescale (A/I/P)



- Effective experience of managing staff and leading a large team of staff with the ability to lead and motivate (A/I)
- Experience of working to timescales and meeting challenging targets (I)
- Experience of managing and monitoring budgets (I)
- Experience of policy development and implementation of criteria (I)
- Experience of using data systems to track and monitor service delivery (A/I)
- Experience of effective multi-agency working (I)

### **Desirable**

- Experience of chairing meetings, including panel meetings
- Experience of effective stakeholder engagement and participation in decision making processes

## **Skills/Abilities**

### **Essential**

- Highly developed written and verbal communication skills (A/I)
- Extensive experience in the use of all aspects of IT including Microsoft Office Suite, including the ability to create complex spreadsheets and presentations using power point (A/I)
- Ability to think and plan strategically, whilst prioritising effectively and deliver on target (I)
- General legal knowledge relating to SEN Education Law and specialist knowledge of SENIDIST regulations (A/I)

## Desirable

- Safeguarding knowledge and practical implementation of effective safeguarding procedures
- Mediation and negotiation skills

## Commitment

### Essential

- A commitment to the City Council's Equal Opportunities Policy. Practise and promote equality of opportunity and non-discriminatory practice (A/I)
- A personal commitment to customer service, adopting a flexible approach to meet the needs of service users/partners (I)
- To act, at all times, with integrity, honesty and respect for others, promoting diversity, equality of opportunity and challenging unfair discrimination (I)

### Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

## Other

### Essential

- This post is subject to a Disclosure and Barring Service (DBS) check at the appropriate level