

## Job Description

<b>Job Title</b>	Sensory Operational Lead (HI)
<b>Directorate</b>	Children & Young People's Services: Education
<b>Service Area</b>	SEND & Inclusion: SEND Support
<b>Grade</b>	Leadership 8 to Leadership 9
<b>Competency Level</b>	MQ Teacher Standard competencies
<b>Salary</b>	£61,534 to £63,070
<b>Job Type</b>	Office Based/Hybrid
<b>Location</b>	Parklands Customer Focus Centre
<b>Disclosure and barring service (DBS)</b>	Enhanced with Children's workforce and Barred Lists
<b>Job Evaluation Ref No</b>	Not applicable

## Job Purpose

To provide outstanding leadership & guidance and to undertake the operational management of the staff within the specialist sensory support service.

### Directly Responsible For:

The leadership of the Sensory Service staff who support Deaf Children & Young People from 0–25yrs (with EHCPs) who are Liverpool residents. To undertake a

lead function in the quality assurance of the Local Authorities' Deaf primary SEND Unit and the management oversight of the secondary Deaf Resource Base offer.

### **Directly Responsible To:**

Specialist Support Services Team Manager

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

- To draft performance reports in order to monitor the impact of the sensory support service on improving pupil outcomes
- To promote and support the inclusion of sensory pupils within their local mainstream schools
- To work alongside the specialist support service team manager to develop and implement a robust service improvement plan which is informed by service user views
- To develop tracking and monitoring systems in order to cost pupil support packages and ensure resource best reflects need
- To work with the specialist support services team manager to develop and implement effective pupil level data systems
- To ensure that all appropriate service documentation is developed and shared with both staff and stakeholders
- To develop and monitor systems for allocating support/resources to pupils in accordance with recognised NATSIP criteria.
- To ensure that specialist non-teaching staff are deployed in accordance with robust and transparent criteria
- To ensure that all activities delivered by the service are of high quality and have a demonstrable impact
- To work alongside the specialist support service team manager in order to develop a system to gain pupil, parental and stake holder views of the service.
- To ensure that pupil voice is integral to all aspects of service delivery

- To represent the specialist sensory support service at regional and national meetings
- To ensure that the team provides high quality statutory advice (within timescales) as requested in order to inform the Local Authorities statutory assessment of pupil needs
- To liaise closely with other agencies and Manchester Implant Centre in order to ensure seamless and effective provision for implanted children and young people
- To develop service documentation and ensure that all written publications including that which is contained within the Local Offer is relevant and reflects service priorities
- To attend and contribute to Local Authority working parties, ensuring that service expertise is shared and used to maximum impact
- To deputise for the specialist support services team manager, as required.
- To provide specialist guidance for LCC agencies relating to service development and implementation of processes for deaf children e.g. resource provision placement
- To attend Tribunals and write report to give evidence for the Local Authority, if requested
- To support the capacity within the service by delivering a part-time caseload, providing specialist teaching, and advice to deaf children, young people and their families

## **Supervision and Management Responsibility:**

- Manage performance and behavioural/HR issues effectively.
- To undertake teacher's & support staff performance management, ensuring appropriate targets are set and then monitored through regular supervision meetings

## **Budget and Financial Responsibility:**

- To monitor financial performance and deliver the service within the allocated budget
- 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, 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
- Include details of the value of budget/financial responsibility and what this budget should be use for

## **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:**

- Ability to carry audiological testing equipment
- Travelling city-wide

## **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 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

- Educated to degree level or equivalent & an experienced high-performing Qualified Teacher of Deaf Children & Young People (QTOD) (A)
- Evidence of on-going current & continuous professional development (A)
- Level 1 BSL sign qualification (A)

### Desirable

- Customer Care/Complaints training
- A positive attitude towards personal training and development
- 'Aspire to Manage' training or similar management courses
- Level 2 BSL sign qualification

## Experience

### Essential

- Proven long-standing experience of teaching and implementing excellent strategies as a QTOD from NHSP first visit referrals to 19 age range (A/I)
- Experience of writing strategy and policy documents (A/I)
- Experience of managing staff performance/appraisals (A/I)
- Experience of managing conflict and contentious situations successfully (A/I)

## Desirable

- Experience of Tribunal cases as a witness or report submissions
- Experience of deputizing for a manager
- Experience of financial monitoring
- Experience of working across different organisations

## Skills/Abilities

### Essential

- Ability to motivate, lead and inspire others, demonstrating the highest professional standards (A)
- Ability to work independently, organise time effectively and an ability to handle conflicting priorities under tight deadlines, working across partner agencies in order to address these (A)
- Ability to liaise professionally with staff at all levels and members of the public (A)
- ICT skills in the use of Microsoft Office applications (A)

### Desirable

- Excellent written and verbal communication skills. Ability to present information to a range of audiences
- Ability to design, analyse and evaluate data
- Ability to apply creative solutions, initiative and independence

## Commitment

### Essential

- A commitment to continue professional development, active participation in the teacher's performance appraisal process, supervision, Let's Talk and team meetings (A)
- A commitment to Liverpool City Council's equal opportunities policies (A)

### Desirable

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

## Other

### Essential

- This post is subject to an Enhanced Disclosure and Barring Service (DBS) check at the appropriate level
- Currently holding a valid driving licence (A)

### Desirable

- Ability to drive/access to a car