# Job Description

# SEND Team Manager

**Role Profile**  Manager Band L

**Service/Team** Education and Skills, SEND

**Reports to** Head of SEND Assessment and Review

**Responsible for** 4

**Number of posts** 3

**My job improves the quality of life for the people of Bournemouth Christchurch and Poole by** ensuring that children and young people with high-level special educational needs and disabilities have their needs assessed so that they receive the right support at the right school or college to meet those needs.

**Job Overview**

* To manage a team to ensure the effective delivery of high- quality practice, which delivers positive outcomes for vulnerable children.
* The nature of management includes high quality supervision to team members which strengthens practice and ensures the team are supported to deliver consistency in accordance with legislation and good practice models.
* To lead the co-ordination and delivery of SEND statutory processes for BCP, ensuring compliance with regulations; tactical and strategic application of the regulations in order to secure outcomes compatible with the legal guidance and the council’s performance targets; robust decision making; rigorous analysis and synthesis of written information.
* To promote local and national policies on inclusion, taking specific account of local initiatives, e.g. reduction in Out of Authority and/or independent sector placements.
* To work with managers and professionals in other services to ensure effective collaborative planning and the organisation of structured sets of arrangements, especially at times of transition between stages of education, for example for preschool children and those moving from school to Post 16 and/or Post 19 provision.
* Support and develop the delivery of assessment, preventative interventions, and statutory processes related to LA provision for children and young people aged 0-25 with high level SEND, promoting local and national policies on inclusion.
* Maintaining an up-to-date knowledge and understanding of changing caselaw, and legal change in SEND; supporting the production and updating of written guidance and procedures relating to statutory assessment and decision making.

## Key Responsibilities

* Working under the direction of the Head of SEND Assessment and Review and working collaboratively with other managers within the service, ensuring that statutory assessment processes, and decisions on Education, Health and Care Plans and placement of children with Education, Health and Care Plans support and compliment policy and support and promote inclusive education in BCP.
* In the oversight and leadership of the EHC assessment process, apply rigorous decision making so that unnecessary EHC assessments are avoided. Through methodical planning and monitoring of casework, identify predictable risks to the potential to complete statutory processes on time.
* Ensure that the statutory Annual Review process is effectively co-ordinated and monitored, within statutory timelines and in partnership with provider schools, settings and organisations.
* Lead, oversee, co-ordinate and direct the work of other officers within the SEND Service ensuring high quality work and compliance with approaches designed to achieve performance outcomes, including relationships with parents, schools and other agencies.
* With other SEND Managers, ensure a coherent approach to staff support, training and development, working across individual areas of responsibility as required.
* Ensure systems are established so that officers within the teams make appropriate database entries to record activities as required, and that data provided to performance and finance teams is accurate.
* Ensure financial transactions are conducted appropriately, with accuracy and according to the Council's financial processes.
* Ensure that the team operates within relevant current legislation and produces high levels of compliance, ensuring that good practice, policy and procedures encompass the equality/diversity framework.
* Develop effective and lasting solutions to problems through constant review and, where necessary, align, share or implement improvements within the Team Function or Service delivery.
* When necessary, work creatively and efficiently to troubleshoot any spike in caseload volumes and collaborate with other Teams, Partners or Agencies to maintain the high standards of Service delivery.
* Identify expertise within the team that is best placed to engage with individuals to ensure that BCP Council’s obligations are properly met throughout service delivery, providing service accountability to strengthen performance standards.
* To provide team members with management support through regular structured supervision and professional guidance and coaching to include the promotion of performance management, in line with BCP Council policies and procedures.
* To contribute to the development and improvement of the SEND service, by providing regular feedback.
* Team Managers may be required to transfer between teams to meet service development needs.
* To advise the Authority of all relevant issues pertaining to the delivery of social care.
* To assess, review and translate the Performance Information supplied. To use this information to enable an intelligent overview and approach to assessing performance of individuals or the Team and use this information to form the foundation of discussions. Work with confidence and commitment, to make or implement improvements across the collective service.

## Specific Qualifications and Experience

* Appropriate professional qualification (law/public administration/education/social care/health)
* Management qualification or commitment to undertake management training
* A qualification in SEND or evidence of significant and extensive experience
* Evidence of significant and extensive SEND experience
* Experience of supervising staff
* Participation in Recruitment and Selection of all staff
* Degree Level or equivalent qualification
* Decision making within statutory frameworks, with financial implications and where decisions are subject to legal challenge.
* Relevant legislation/guidance: Detailed knowledge and understanding of relevant legislative and regulatory framework for SEND and Government initiatives relating to SEND, and working knowledge of related regulations (eg exclusions and admissions)
* Detailed knowledge and understanding of mechanisms to support schools and other settings to meet the educational needs of children and young people with SEND.
* Experience of applying thresholds and criteria equitably and transparently
* Performance Management
* Quality Assurance Systems
* Evidence based practice
* Diversity issues

## Personal Qualities & Attributes

* + - * Positive leadership skills
* Good analytical/assessment skills
* Supervisory skills
* Outcome focused planned and review
* Verbal and written communication skills
* Performance management skills
* Good interpersonal skills
* Self development
* Ability to motivate staff, promote best practice and performance management
* Ability to work under pressure and meet tight deadlines
* Ability to work as part of a team

## Job Requirements

* Member of a professional body, Basic DBS check
* Must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car.

*This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.*