**Lancashire County Council**

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| **Job description for the post of: SEND Team Manager** |
| **Service:** | Inclusion | **Team:** | SEND |
| **Location:** | To be confirmed |  |  |
| **Salary range:** | £43,857 to £47,847 | **Grade:**  | 11 |
| **Reports to:** | Grade 13 Manager | **Staff responsible for:** | Up to 12 |
| **Core Objectives:** * To help children and young people be healthy, happy and enjoy a good quality of life.
* To work with other agencies to help children and young people feel safer at home and elsewhere and to protect the most vulnerable members of communities in Lancashire.
* To help children and young people with special educational needs and disabilities learn, develop and become independent.
* To work with schools and other educational settings to help children and young people achieve their potential.

**The purpose of this job is**: * To ensure the practice and process of the team put children and young people with special educational needs and their families at the centre of any decisions made and any action taken
* To work in collaboration with children, young people, their families, schools and other educational providers and the wider workforce in order to maximise outcomes for children and young people
* To promote inclusive practice within the service and across the local area with education providers and practitioners from a range of different professional disciplines
* To manage the work of a small team of officers to ensure the special educational needs of children and young people are identified correctly and that the special educational provision required to meet these needs is provided in accordance with the Children and Families Act 2014
* To ensure the effective and efficient use of public resources
* To support the implementation of developmental projects that support the priorities of the service and local area
* To work in collaboration with other managers in the service to support the effective management of Inclusion
* To work in collaboration with other managers and other practitioners within the directorate, the council and across the local area
* To promote a supportive collaborative culture across team leaders and within the service more consistently
* To provide support and training in response to the needs of education providers and the priorities of the local authority
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| **Core tasks** |
| **Accountabilities/responsibilities** |
| * To define work practices and ensure the teams work effectively and efficiently to deliver key performance indicators that optimise outcomes for children and young people
* To coordinate, lead and contribute to the development of work and activities that will support the priorities of the local authority as these change over time.
* To support the development and implementation of systems to respond to and seek feedback from children and young people with special educational needs, their families and other key stakeholders that is used to inform practice and service delivery.
* To support and implement systems for monitoring the performance of a SEND team, to include:
* operational consistency
* compliance with statutory timescales
* quality assurance feedback and monitoring processes
* effective place planning and sufficiency of provision over time
* effective use of resources
* the performance of officers within SEND team
* To monitor the effectiveness of health and safety arrangements, assess risk and ensure improvements as required.
* To ensure the development and implementation of effective systems for financial analysis and monitoring.
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| **Communications skills and information sharing** |
| * To ensure all members of the SEND teams have the knowledge and skills needed to ensure best practice that optimises outcomes for all children and young people including effective preparation for adulthood
* To support the development of systems that promote, monitor and maintain the engagement of all members of the SEND teams.
* To ensure the effective management and supervision of the members of the SEND EHC team(s) for which the manager is responsible
* To encourage and enable teamwork.
* To assist with the recruitment and selection of members of the SEND teams and others across different teams within Inclusion as required.
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| **Performance** |
| * To promote and safeguard the welfare of children and young people in accordance with statutory processes
* To ensure the full participation of children and young people with special educational needs and their families in any decision making as far as this is possible.
* To secure the delivery of a service based on knowledge and understanding of the Children and Families Act 2014, the Special Educational Needs and Disability Code of Practice: 0 to 25 years and other relevant legislation and guidance
* To ensure high quality assessments and maintenance of education, health and care plans and processes, informed by best practice and in accordance with the QA framework, to improve outcomes for children and young people.
* To support the development and implementation of an inclusive approach that ensures schools and other educational settings meet the educational and developmental needs of children and young people
* To support the development of provision that will meet the needs of all children and young people with special educational needs and disabilities across a range of different educational providers and services
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| **Other** |
| * To lead and contribute to team and service meetings.
* To represent the SEND teams, the Inclusion Service and Lancashire County Council at relevant strategic and operational groups as required.
* To ensure the implementation of Lancashire County Council policies, guidance and procedures and compliance with the County Council's scheme of delegation.
* To attend and/or provide support to other local authority officers in relation to the First-tier Tribunal Special Educational Needs and Disability.
* To maintain own professional development and training.
* To undertake any other reasonable duties in relation to the service delivery plan of the Inclusion Service and the SEND Improvement Plan.
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| **Prepared by:** | Sally Richardson  | **Date:** | March 2021 |

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| **Person specification form** |
| **Job title: SEND Team Manager** | **Grade: 11** |
| **Directorate:** Education and Children's Services | **Post number:**  |
| **Establishment or team:** Inclusion  |
| **Requirements****(based on the job description)** | **Essential (E)****or****Desirable (D)** |
| **Qualifications** |  |
| Graduate or equivalent | E |
| Professional and/or academic level qualification or equivalent or substantial vocational experience in a relevant technical, scientific, specialised or operational field  | E |
| Evidence of continuous professional development | E |
| Leadership or Management Qualification or significant management training or a commitment to work towards achieving this | D |
| **Experience** |  |
| Experience of managing a team or project | E |
| Experience of supporting the development of and/or implementing systems for quality assurance and monitoring performance and outcomes | E |
| Experience of working with children, young people and their families | E |
| Experience of working with different practitioners from a range of professional disciplines and services | E |
| Experience of providing support and challenge to other practitioners and services | D |
| Experience of managing competing priorities successfully | D |
| Some experience of planning, developing and delivering training and guidance  | D |
| Experience of communicating difficult information successfully | D |
| **Knowledge, skills and abilities** |  |
| Demonstrable knowledge of the legislation and guidance relating to special educational needs, including the Children and Families Act 2014 and Special Educational Needs and Disabilities Code of Practice: 0 to 25 years | E |
| Effective oral and written communication skills  | E |
| Good attention to detail | E |
| Ability to extract key information from oral and written communication in different forms and which would include data | E |
| Knowledge of data and information management tools | E |
| A proven track record of effective problem solving | E |
| A proven track record of an ability to think flexibly and respond quickly in changing circumstances | E |
| Ability to use ICT applications and willingness to develop further skills | E |
| Knowledge of the local authority's policies and procedures in relation to children and young people and managing staff | D |
| Demonstrable ability to work to deadlines, targets and given parameters to ensure a high quality of service delivery  | E |
| Proven track record of working in partnership with parents, settings, schools, other professionals and the local community | E |
| Ability to develop and promote a positive image of the service both locally and nationally | E |
| **Other** (including special requirements)1. Commitment to equality and diversity
2. Commitment to health and safety
3. Commitment to attendance at work
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| This is an essential car user post banded at1199 cc (or appropriate banding). However, in certain circumstances consideration may be given to applicants who as a consequence of disability are unable to drive. | E |
| **Prepared by:** Sally Richardson **Date:** March 2021 |