

**SEND Locality Lead**

**Grade 11**

**Our Vision**

We have a clear vision for Staffordshire - an innovative, ambitious, and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

**Our Outcomes**

We want everyone in Staffordshire to:

* Have access to more good jobs and share the benefit of economic growth
* Live in thriving and sustainable communities
* Be healthier and more independent for longer

**Our Values**

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish, and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

* Ambitious – We are ambitious for our communities and citizens
* Courageous – We recognise our challenges and are prepared to make courageous decisions
* Empowering – We empower and support our people by giving them the opportunity to do their jobs well.

**About the Service**

The SEND Team is home to a range of professionals working toward improving outcomes for children, young people and their families. We have a specific focus on special educational needs, but our primary focus is on inclusion. The SEND team sit within our district model, alongside other professionals such as family practitioners and social workers.

We are a value driven team and believe that a key part of our work is to ensure that we are always focused on working together with families and schools as key partners to explore and develop solutions.

This role forms part of a multi-disciplinary service of Educational Psychologists, Specialist Teachers, Specialist SEND Officers and Social Care Professionals. The team is also well supported by specialist educational legal professionals.

**About the Role**

The postholder is responsible for the management of the district SEND and Education Welfare Services. The district SEND team are responsible for responding to requests for Education Health Care Plans, writing these and undertaking yearly reviews. They matrix manage the Education Welfare Officers who oversee statutory attendance issues.

**Reporting Relationships**

**Responsible to:** DeputyDistrict Lead

**Responsible for:** Senior SEND Key Workers and SEND Key Workers. Matrix management responsibility for Education Welfare Officers.

**Key Accountabilities:**

1. Take the lead role within the team for the coordination of services in respect of SEND.
2. Performance manage and provide technical, legal and reflective practice supervision to a team of Senior SEND Key Workers and SEND Key Workers to develop skills and knowledge, including induction and ongoing team development.
3. Support the management oversight of the Education Welfare officers on a matrix management basis.
4. Lead and support workers to undertake flexible and imaginative approaches in offering support to children, their families and carers, which best suits their needs.
5. Chair SEND district locality panels, ensuring the effective and efficient allocation of resources and robust decision making in respect of the issuing of Education, Health and Care Plans and Statutory Assessments that are compliant with SEND legal and practice regulations.
6. Take lead responsibility for ensuring that all children and families in the district who require services are responded to in a timely and efficient manner to ensure the best quality of service.
7. Develop and maintain appropriate working relationships with key stakeholders to support the delivery of the SEND service. Provide specialist SEND knowledge, guidance and deliver training in respect of SEND.
8. To ensure interventions comply with legal, ethical, and best practice frameworks and are underpinned by national research, legislation and guidance, delivering good outcomes for children and their families, including compliance with statutory timescales for the completion of Education, Health and Care Needs Assessment (EHCNA) and annual reviews.
9. Investigate and effectively respond to complaints, transport appeals, MP enquiries and Local Government Ombudsman enquiries, utilising learning from good practice and complaints, to promote innovation and improvements in the service.
10. To effectively manage funding, ensuring that the team resources deliver the requirements of the service, and ensure the efficient use of public funds.
11. To ensure quality assurance processes are in place and completed in line with relevant policies, procedures, and quality assurance frameworks.
12. In partnership with the central SEND team and stakeholders, contribute to the development of new policies, procedures, systems and processes across the service area including the utilisation of accurate data, team performance and development of SEND district delivery plans.
13. Represent the Local Authority at SEND First Tier Tribunal Appeals, mediations and disagreement resolution meetings including preparation work, consultation and decision making to ensure best outcomes for children whilst maintaining efficient use of public funds.
14. Ensure accurate and appropriate storing, handling and managing of confidential data ensuring that data systems are kept up to date to inform service delivery and to ensure compliance with statutory data returns.
15. Undertake any other duties as commensurate with the grading of the post.

**Professional Accountabilities:**

The post holder is required to contribute to the achievement of the Council objectives through:

**Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

**People Management**

Engaging with People Management policies and processes

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the Council’s climate change strategy.

**Health and Safety**

Ensuring a work environment that protects people’s health and safety and that promotes welfare, and which is in accordance with the Council’s Health & Safety policy.

**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

**Person Specification** A – Assessed at Application

I – Assessed at Interview

T – Assessed through Test

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| **Minimum**  **Criteria for**  **Disability**  **Confident**  **Scheme\*** | **Criteria** | **Measured by** |
| A black background with green and purple squares and text  Description automatically generated  A black background with green and purple squares and text  Description automatically generated | **Qualifications**   * Degree in an appropriate discipline or a professional qualification at an equivalent level (such as social work or teaching) or equivalent experience.      * Evidence of professional development or qualification in management or other relevant SEND areas. | A/I  A/I |
| A black background with green and purple squares and text  Description automatically generated    A black background with green and purple squares and text  Description automatically generated  A black background with green and purple squares and text  Description automatically generated  A black background with green and purple squares and text  Description automatically generated  A black background with green and purple squares and text  Description automatically generated  A black background with green and purple squares and text  Description automatically generated  A black background with green and purple squares and text  Description automatically generated  A black background with green and purple squares and text  Description automatically generated  A black background with green and purple squares and text  Description automatically generated  A black background with green and purple squares and text  Description automatically generated  A black background with green and purple squares and text  Description automatically generated  A black background with green and purple squares and text  Description automatically generated  A black background with green and purple squares and text  Description automatically generated  A black background with green and purple squares and text  Description automatically generated | **Knowledge and Experience**   * Significant experience in a children and families setting, including experience of families with SEND. * Knowledge of current legislation, statutory processes and codes of practice that relates to SEND. * Experience of working in a multi-disciplinary environment. * Knowledge of both child and adult development including the needs of young people in relation to education, social care and health. * Knowledge of family and environmental factors and how these impact upon children. * Ability to identify poor performance and implement improvement plans.   **Skills**   * Analytical thinker with the ability to manage and analyse data to set priorities to improve outcomes. * Ability to ensure quality assurance of services against planned   outcomes.   * Ability to manage conflicting and competing priorities. * Ability to manage budgets in line with the scheme of delegation. * Ability to develop effective delivery plans, making the best use of resources. * Ability to promote and foster innovation in teams and promote a culture of excellence within the district and wider council. * Ability to influence, persuade and negotiate across a diverse organisation and court system. * Ability to manage risks and make effective decisions. | A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I |

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Description automatically generated If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting **Talent & Resourcing Team on 01785 278300**