

# SEND EHCP Quality Assurance Manager

## Grade: 9

### **Our Vision**

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, 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**

Our aim is to create an environment where families are supported to stay together safely and live well in their communities by building on their strengths. This is the right thing to do. Families tell us they do not want to be in services and evidence says that lives are better when needs can be met early within the family or community. Working in this way is also more sustainable. We can support more families to live better lives if we focus on

addressing needs as early as we can. This report details the changes we have already made across the children and families system.

## **Reporting Relationships**

### **Responsible to: SEND Operational Lead**

#### **Key Accountabilities:**

1. To ensure that the principles of SEND EHC assessment and planning team and new ways of working are reflected in education, health and care plans.
2. To empower participation of individuals and families in the management and transfer of their statement of educational need to an education, health and care plan.
3. To support the SEND Operational Lead to develop and sustain productive working relationships with internal and external stakeholders in the review and transfer process of statements of educational needs to education, health and care plans.
4. To be responsible for the quality assurance of education, health and care plans and for ensuring consistency across the county.
5. To liaise with Keyworkers and to share good practice.
6. To have day to day responsibility for managing the issuing of education, health and care plans following transfer reviews.
7. Liaison with Senior Managers regarding provision for individuals and ensuring plans are updated accordingly in line with County decision making groups.
8. To encourage and empower the transfer team to resolve issues with quality and to ensure consistency.
9. To ensure the provision of individual, cost effective packages of support are within agreed budgets, taking into account costs over time with the aim of achieving better outcomes for individuals and their families.
10. To ensure that education, health and care plans comply with legal, regulatory, ethical and social requirements in addition to the policies, standards and procedures of the Authority.
11. To escalate any problems that cannot be solved by the team SEND operational Lead up to Senior Management.
12. To work with other SEND FPL to develop the education, health and care plan under the leadership of Senior Management to provide a reliable consistent, first class, future focussed service across the district or locality.
13. To develop and maintain your professional networks to inform continuing development of education, health and care plans.
14. Adhere to data protection and information governance procedures.

15. Demonstrate a commitment to a flexible working approach by carrying out duties at another work base on occasions, as required by the Service.
16. Undertake any other duties required by Management which are commensurate with the grading of the post.

**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

Minimum Criteria for Disability Confident Scheme *	Criteria	Measured by
	<p><b>Qualifications/Professional membership</b></p> <ul style="list-style-type: none"> <li>• Level 4 qualification or equivalent experience.</li> <li>• Demonstrate a commitment to professional development</li> <li>• Higher qualification within the education service or related field</li> </ul>	<p>A A A/I</p>
	<p><b>Experience and Knowledge</b></p> <ul style="list-style-type: none"> <li>• Experience of planning personalised individual support for children or young people with SEND.</li> <li>• Experience of proof-reading documents and experience of using Microsoft Office.</li> <li>• Knowledge and understanding of SEN and disability legislation and regulation and how to interpret this in a modern context;</li> <li>• Up to date knowledge of legislation and good practice in services for adults and children with a disability;</li> <li>• Specific knowledge of both child and adult development;</li> <li>• Understanding of advocacy and user engagement in services;</li> <li>• Evidence of identifying opportunities for innovation and improvement, and implementing them.</li> <li>• Evidence of promoting a focus on individual and family needs in services.</li> </ul>	<p>A/I A/I A A A/I I A A/I A/I I</p>
	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Ability to maintain accurate written or electronic records and a high attention to detail.</li> <li>• Effective verbal and non-verbal communication skills.</li> <li>• Excellent organisational skills including managing time effectively, prioritising work and meeting deadlines.</li> <li>• Ability to effectively balance the quality and pace of change.</li> <li>• Evidence of sound judgment skills in providing solutions on complex case work.</li> <li>• Evidence of ability to establish effective working relationships with customers and external stakeholders.</li> <li>• Evidence of self reflection, self-awareness and personal impact.</li> <li>• Ability and willingness to travel across the County, current driving licence.</li> </ul>	<p>A/I I I A/I A/I I A A/I</p>

	<ul style="list-style-type: none"> <li>Committed to service improvement and ability to present creative solutions.</li> <li>Willing to challenge accepted models of service.</li> </ul>	<p>I A/I</p>



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 **Liberata Employee Services Team on 01905 947446**