 Job title : Principal Officer SEND Conflict Resolutions and Tribunals

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Grade

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, 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 Central SEND team provides the strategic and specialist SEND practice support to the Local Authority. SEND are responsible for working alongside the Head of District Strategy and Delivery to ensure that there is specialist SEND support and supervision in District Teams to enable them to fulfil their statutory duties (Children and Families Act 2014). The Head of SEND also line manages the Principal Educational Psychologist, Head of ASSIST and Head of Specialist Teaching.

**About the Role**

The postholder is responsible for managing the Local Authority’s response to SENDIST appeals and hearings in accordance with the Children and Families Act (2014).

Reporting Relationships

Responsible to: Head of SEND

Responsible for: A team of 2 SEND Keyworkers and 2 Tribunal Caseworkers.

Key Accountabilities:

1. Performance manage and provide specialist technical, legal and practice supervision to a team of keyworkers and tribunal caseworkers and provide professional support to Family Practitioner Leads (SEND).
2. To be the primary point of contact for the Local Authority in relation to SENDIST appeals.
3. To manage and triage SENDIST appeals listed against the Local Authority. To be responsible for coordinating and build the Local Authority case for SENDIST appeals, including the development and preparation of Local Authority witnesses.
4. Attend and represent the Local Authority at SENDIST (SEN Tribunals). Be responsible and accountable for making decisions at SENDIST that relate to defending or conceding Local Authority decisions regarding all sections of the Educational Health and Care Plan.
5. As chair, make decisions related to agreeing Statutory Assessments, issuing Education Health and Care (EHC) Plans and placement decisions to ensure that the Local Authority complies with SEND legal and practice regulations through the provision of specialist knowledge, advice, and guidance.
6. To achieve the strategic objectives of the service and be accountable for High Needs spending decisions. Provide regular reports regarding placement decisions and spending against the High Needs Block to the Head of SEND
7. Be responsible for compliance with statutory timescales for the completion of Education, Health and Care Needs Assessment (EHCNA) and annual reviews
8. To develop, manage and review a programme of continuing professional development (CPD) for Family Practitioner Lead (FPL SEND) and SEND Key Workers that reflects changes and guidance from national, regional, and best evidence to ensure the Council is compliant with statutory requirements at SENDIST.
9. To provide operational management and direction that champions and develops operational practices to enhance coproduction based on holistic outcomes for children, young people, and families
10. To support the Head of SEND to develop, review, and maintain a responsive strategy for inclusion and special provision to ensure that the Local Authority complies with Statutory duties and achieves the best outcomes for children, young people, and families
11. Ensure joint working between SEND and Social Care through the provision of professional representation from SEND across service meetings
12. To promote equality or opportunity, anti-oppressive practice, and restorative practice in the FPL (SEND) Locality teams.
13. Work in partnership with District Leads to support their ability to performance manage their Family Practitioner Leads to deliver effective SEND practice.
14. Support the Head of SEND and Head of District Strategy and Delivery review and improve operational functions within the district operational model.

This post is designated as a casual car user

**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** |
| **employer_small** | **Qualifications/Professional membership**   * Graduate with higher degree and/or relevant professional qualification in education, social care or other relevant discipline * Evidence of professional development or qualification in management or other relevant SEND areas. | A  A |
| **employer_small** | **Knowledge and Experience**   * Significant experiences of having worked effectively at an operational management level * Significant experience of working with children, young people and families with SEND (or other groups deemed vulnerable). * Experience of leading and managing public sector teams to achieve corporate or service user outcomes * Significant experience of providing specialist SEND practice based supervision and support * Significant experience of developing partnerships across education, health, social care and private sector services * Experience of managing, analysing data to set priorities to improve outcomes * Significant knowledge of current legislation, statutory processes and codes of practice that relates to SEND | A/1  A/1  A/I  A/I  A/I  A/I  A/I |
| **employer_small** | **Skills**   * Sets clear vision, direction, objectives, and responsibilities, assumes accountability, and inspires others by acting with integrity and role modelling corporate behaviours * Ability to provide specialist practice based supervision to professionals that is containing and outcome focused * Ability to lead and engage others through changes in culture and practice * Ability to foster and champion innovation in teams with a view to further enhance the County Council’s reputation * Effective communication skills with a high level of influencing and persuasive skills across a diverse organization and court system. * Ability to understand and interpret complex written reports or policy documents and evaluate and communicate the arguments * Uses effective listening skills and is solution focused in their negotiation skills to achieve resolutions that are fair, consistent and in the interests of children, young people and families * Effective interpersonal skills that develop and maintain positive professional relationships with colleagues, external agencies, children, young people and families * Demonstrates effective risk management skills and decision making, including safeguarding decisions * Drives service improvement and actively works with others to tackle poor performance   This post is designated as a casual car user | A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I |

**employer_small** 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 01785 278300