

# JOB DESCRIPTION (JD) AND EMPLOYEE SPECIFICATION (ES)

Standard Template

<b>JOB TITLE:</b>	Education, Health and Care Plan (EHCP) Strategic Team Manager		
<b>GRADE:</b> <b>JOB CODE:</b>	Grade 12 CHI231EDUG12	<b>SERVICE AREA:</b>	Children's Services – Access & Achievement (SEND)
<b>REPORTS TO:</b>	SEND Team Manager	<b>LOCATION:</b>	Education Development Centre
<b>SPECIAL CONDITIONS:</b>	This post is covered by the Government's Code of Practice on the English Language Fluency Duty for public sector workers.		

## 1. Main purpose of the job role:

Be responsible for the day-to-day leadership and management of the Service and the duties and functions of the section in respect of the identification, assessment, and placement and reviewing of the provisions for service users. To ensure that provision of information, support and guidance is accessible and flexible.

## 2. Role specific duties and accountabilities:

- Operational management of the SEN Assessment team.
- Ensure the effective management (or assisting in the management) of any budgets allocated to support service delivery across the service, where required.
- Advise the SEND Team Manager and Head of Inclusion on operational financial matters relating to their service area.
- Ensure that communications with stakeholders are managed effectively.
- Co-ordinate effective handling of complaints and compliments within the service.
- Manage reviews of systems and processes to ensure efficient and effective working practices and ensure statutory requirements are being met
- Chair relevant meetings such as the EHC Panel
- Manage the day-to-day effective organisation and running of the service.
- Support and challenge schools' networks, settings and other providers, to ensure statutory compliance and provision requirements are met
- Ensure that the work of the team complies with current legislation, the SEN Code of Practice 2015 and LA policies on Special Educational Needs and Disabilities and that appropriate professional advice, challenge and support is available for schools and other providers.
- Advise on the development of strategies to ensure that pupils with SEND are considered and appropriate equality impact assessments are undertaken where necessary.
- Ensure this post supports statutory requirements that protect and ensure provision for children and young people 0-25 with SEND or who are excluded from school are in place, and ensure that a comprehensive framework of advice and challenge is available to families and education providers.
- Ensure effective liaison and joint working between Education, Social Care, Health and other partners.
- Contribute to the Service's self-evaluation process, including devising and monitoring action plans and other policy development.

- Be an excellent role model, exemplifying high standards and promoting high expectations for all staff and stakeholders especially when implementing change and improvements in standards.
- Promote a customer focused, culture of inclusion and partnership within the service where all views are valued and taken account, including the children, young people and their families; and key personnel within schools, colleges and settings and Walsall Council
- Co-ordinate a joined-up service improvement planning process across the whole integrated service that contributes to a coherent, wider service plan and takes account of service users' views.
- Ensure that the principles of Walsall Right for Children is at the heart of service delivery.

### **3. Corporate duties and accountabilities:**

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- Through personal commitment and clear action, the postholder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.

<b>JOB TITLE</b> Education, Health and Care Plan (EHCP) Strategic Team Manager	<b>GRADE G12</b>	
	Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T	<b>WEIGHT CODE</b> shows relative importance Low=1 Medium=2 High=3
<b>Behaviours:</b> <i>refer to corporate behaviours document</i>		
<b>Professionalism</b> - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.	A/I	3
<b>Leadership</b> - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	Not Applicable	
<b>Accountability</b> - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.	A/I	3
<b>Transparency</b> - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.	A/I	3
<b>Ethical</b> - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.	A/I	3
<b>Abilities/Skills:</b> (refer to JE guidance document)		
The ability to motivate and inspire staff and service users to strive for excellence	A/I	3
Ability to lead and manage specialist educational support in accordance with Council policies and procedures	A/I	3
Ability to lead and manage development planning and a positive service ethos, in partnership with key stakeholders	A/I	3
Ability to lead and nurture the professional development of staff and develop a customer focused culture	A/I	3
Ability to conduct staff induction and performance management effectively	A/I	3
Ability to manage a service budget	A/I	3
Ability to implement a statutory framework, monitor, review and quality assure processes, customer satisfaction and outcomes	A/I	3
Ability to support, monitor, challenge and evaluate the effectiveness of interventions provided by the service and by other providers	A/I	3
Excellent communication skills (oral and written, including use of ICT) and ability to work co-operatively with team members	A/I	3
Excellent inter-personal skills in order to deal effectively with a wide range of service users and situations	A/I	3
Ability to organise and chair meetings involving a range of stakeholders	A/I	3
High level skills in delivering INSET to a range of service users and stakeholders	A/I	3
High level organisational skills and the ability to meet demanding dead-lines	A/I	3

Ability to work effectively within a dynamic multi-agency environment	A/I	3
Ability to contribute to the development of Local Authority policy, strategy and provision in relation to SEND and Inclusion	A/I	3
<b>Knowledge/Experience:</b>		
Recent, relevant and successful team/service leadership experience within Children's Services	A/I	3
Successful experience of managing and/or developing the practice of others, including organising and delivering staff development training, induction and performance management	A/I	3
Experience of leading a group of colleagues to develop policy and/or practice in relation to groups of vulnerable children (which may include SEND and LAC)	A/I	3
Substantial and successful experience of working in close partnership with families and contributing to a multi-agency model of support.	A/I	3
Demonstrable success in working collaboratively with parents, colleagues, schools and/or settings and the local community	A/I	2
Experience of successful liaison and close working with a range of outside agencies and services		3
<b>Qualification:</b>		
Qualified Teacher Status and/or other relevant high level professional qualification(s) for working with children and young people with additional needs	A	
Evidence of commitment to own on-going professional development	A/I	2
Further specialist qualifications in key areas linked to working with children and young people with additional needs	A	
<b>Other essential requirements:</b>		
An awareness of, and commitment to, equality of opportunity	I	3
Awareness of, and commitment to, confidentiality and handling data	I	3
<b>Prepared by:</b>		<b>Date:</b>