



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

<b>JOB TITLE:</b>	Advisory Inclusion Team Manager		
<b>GRADE:</b> <b>JOB CODE:</b>	G12 CHI287ADVIG12	<b>SERVICE AREA:</b>	Children's services Inclusion and support
<b>REPORTS TO:</b>	SEND Team Manager	<b>LOCATION:</b>	Educational Development Centre
<b>SPECIAL CONDITIONS:</b>	<ul style="list-style-type: none"><li>• An enhanced DBS check will be required.</li><li>• A valid driving licence and access to own motor vehicle.</li><li>• This post is covered by the Government's Code of Practice on the English Language Fluency Duty for public sector workers.</li></ul>		

*At Walsall Council, we believe that people are at the heart of everything we do. In our work, the way we listen and respond to our customers and colleagues will determine the way we grow and bring Council's vision to life. To succeed, we must push the boundaries of customer service and added value - outstanding is the new standard and the new routine. Using evidence-based insight into solving problems, managers will create an environment that provides opportunities for all individuals and communities to fulfil their potential. As leaders of people, managers will:*

- *Work collaboratively to develop strong working relationships and provide a bridge between the council and the communities it serves;*
- *Embrace change and strive for improvement continuously;*
- *Provide value for money to ensure services are delivered in a timely fashion, combining sustainability with quality;*
- *Challenge the status quo, enable and empower, act with integrity.*
- *Together, they will deliver services that the people of Walsall will be proud of.*

### 1. 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.
- A priority for the Council is the protection of vulnerable people, ensuring they are able to live as independently as possible. The post-holder will promote and engage with Council's responsibility to safeguard the welfare of children, young people and adults, and protect their right to be safe from harm.
- Through personal commitment and clear action, the post-holder 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.

## **2. Main purpose of the job role:**

To ensure high level of service delivery and a contribution to developments within Walsall Children's Services, through effective management of the Advisory Support Team.

## **3. Role specific duties and accountabilities:**

### ***Horizon Scanning***

- To be responsible for Performance Management and development of the Advisory Support Team, including advisory teachers and support staff.
- To be part of the Send Management Team and take forward service developments within the service and the wider Children's Services agenda.
- To communicate effectively on a day to day basis, ensuring efficient communication structures are used and ensure there are good links with other services within Walsall Children's Service
- Provide advice/information on new developments to senior managers to support strategic/statutory planning.
- Develop good links with other Walsall Children's Services .
- Ensure there are effective communication structures with key stakeholders, service users and partners in order to achieve agreed outcomes

### ***Leading People***

- Responsible for the strategic leadership of a variety of aspects of SEND Strategic processes
- To ensure that Advisory Service focus on outcomes for children, young people and their families and that service users are at the centre of servicedelivery
- To communicate effectively on a day to day basis, ensuring appropriate communicationstructures are in place and functioning
- Developing the Co-Production agenda to work effectively with children and young people, and parents and carers.
- To ensure that services maintain good collaborative relationships with parents, carers, schools and partners and to ensure co-production with parents and partners where needed
- To work with the Head of Service and other key colleagues to continue the roll out of theChildren and Families Act 2014

### ***Managing Resources***

- Contribute to the vision and direction of the team
- To support the Team Manager of SEND and work collaboratively with the Lead EP and EHCP Team Manager to develop professional practice
- Review ways the team provides advice and support to schools in relation to the SEN Code of Practice to support continued capacity building in settings
- Ensure the work of the team has measurable, embedded impact both across the services, schools and the wider children's services agenda
- Leading on and contributing to policy development within the area of responsibility
- Responsible for the day to day management and the deployment of the team
- Contribute to the development of locality working with a focus on consultation, advice and support to settings

### ***Managing Performance***

- Contribute to service planning to ensure clear operational objectives and systems are in place to evaluate the service's work
- Ensure effective performance management and that CP arrangements for all members of the team are linked to the achievement of the agreed outcomes within the service area
- Contribute to HR procedures, arrangements and support within the service and across the organisation
- Ensure compliance with Health and Safety requirements within the workplace.
- To ensure quality standards promote effective service delivery across the team, supporting continuous service improvement.
- To ensure that the whole service focuses on outcomes for children, young people and their families and that they are at the centre of service delivery

### ***Managing Self***

- Contribute to the overall ethos/work/aims of the service
- Ensure that team data and information is collated and up to date for all pupils that are supported.
- Establish constructive relationships and communicate with other agencies/professionals, to support achievement progress of pupils
- Participate in subject and organisational working parties as required, to further the access and inclusion of pupils with special education needs.
- Liaise with other professionals and provide advice in order to meet the needs of children and young people with SEND
- To work across Walsall Children's Services and other agencies to support and further develop a co-ordinated multi-agency approach to raising attainment and achievement of Children and Young People with SEND
- To work closely and collaboratively with the School Improvement Team and the SEND Assessment team as required
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others

#### **4. Key Stakeholders and reporting lines**

Key stakeholders for the post include:

- Children and young people, particularly those with SEND and those identified as 'vulnerable'
- Parents/carers of children and young people
- Walsall schools and educational settings
- Walsall internal education support services, including Specialist Inclusion Service, EHC Assessment Team, School Improvement
- Walsall internal social care services, including Early Help, Children with Disabilities Team, Social Care
- Walsall external support services, including Speech and Language Therapy, CAMHs, Occupational Therapy, Physiotherapy

The Advisory Support Team Manager Post reports to the SEN Team Manager.



JOB TITLE: Advisory Inclusion Team Manager		GRADE:G12
Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.	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.	A/I	3
<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)		
Excellent communication skills: written and oral	A/I	3
Ability to work as a member of a multi-professional team	A/I	3
Ability to deal with challenging behaviour	A/I	2
Good time management and organisational skills	A/I	3
Ability to work collaboratively, flexibly and to meet time	A/I	3
Ability to act on own initiative and as part of a team	A/I	3
An awareness of, and commitment to, equality of opportunity	A/I	3
The ability to communicate verbally with customers and provide advice and/or information in accurate spoken English is essential for the post	I	3

<b>Knowledge/Experience:</b> specify type, level and qualitative (not quantitative required); if any.			
Knowledge of recent legislation relating to SEN and Disability		A/I	3
A sound knowledge of the SEN Code of Practice		A/I	3
Knowledge of the full range of primary need within SEN		A/I	3
Experience as a teacher/ senior leader with leadership responsibility		A/I	3
Experience of management and motivation of staff		A/I	3
Budget and Business Planning		A/I	3
Evidence of continuous professional development (where applicable)		A/I	3
<b>Qualification:</b> Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.			
Degree or higher level professional Qualification		A	
Qualified Teacher Status		A	
Appropriate specialist qualification in SEN		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>	