

Rutland County Council

Job Description

Job Title: Team Manager – Special Educational Needs and Disability

Grade: PO3 £40,786-£42,821.

Department: Early Help, SEND and Inclusions

Team: SEND

Line Manager: Service Manager: Early Help, SEND and Inclusion

Purpose of the Job:

To lead and manage the development and delivery of quality services for children with a special educational need and disability and their families, ensuring that Rutland County Council fulfils its responsibilities in accordance with the policies, objectives, and statutory requirements of the County Council.

To develop a professionally excellent service to children with special educational needs and disabilities and their families, as well as actively contributing to the continual children's services improvement and performance programme.

To ensure effective working partnerships with other agencies, to deliver the Early Help Strategy and the SEND and Inclusion Strategy, including supporting the successful integration of services, to reflect the needs of children with special educational needs and disabilities and their families.

Key responsibilities:

1. To ensure the provision of quality services to SEND children and their families in accordance with legal requirements, departmental policies, and procedures, ensuring that the Local Authority meet all statutory obligations.
2. To lead and develop an integrated operational service by working with Early Help, the disabled children's (CiN) team, the Aiming High team, the Transitions team, the Inclusion service, and the children's social care team to support families of SEND children and young people through effective co-ordination and timeliness of assessments and services.
3. To work with the Service Manager to lead the ongoing development of an integrated service that is safe and central for children and young people in accordance with agreed procedures and practice and the government legislation in regard to



safeguarding and special educational needs and disability, ensuring that this service meets the statutory and legal obligations of the Council.

4. To be accountable for high quality casework and the operation, delivery, and performance of children on Education, Health and Care Plans or with a CiN Plan, in accordance with the SEND Code of Practice and the Children Act.
5. To line manage the SEND case officers and social care staff for children with disability and special educational needs as part of the Education Health and Care process, or CiN process, and be responsible for efficient caseload management and to work in close collaboration with professionals from other disciplines, e.g., educational psychologists, social workers, teachers, SENCO's, and health professionals.
6. To provide high quality, regular case supervision that promotes a person-centred, Signs of Safety approach in accordance with the Supervision Policy, and to provide professional advice within controlled limits, to colleagues within People Services and other agencies.
7. To develop effective working partnerships with other agencies, to deliver the Early Help, SEND and Inclusion Strategy, including supporting the successful integration of services to reflect the needs of users.
8. To promote and maintain positive relationships with children and young people, Rutland Disabled Youth Forum, and the Parent Carer Voice groups, through regular and meaningful engagement to ensure that the needs of children and their families are reviewed regularly and consistently in line with the SEND Code of practice and the Children Services Practice Standards
9. To safeguard and promote the welfare of children and young people in Rutland through embedding of safeguarding processes and practice.
10. To monitor and report against expenditure on Education, Health and Care Plans against the local authority designated budget and to inform the Service Manager of areas of identified/projected risk.
11. To monitor and quality assure the allocation of cases to the SEND multiagency Panel to ensure the right intervention is in place for a child and family and that packages of care and placements, including the allocation of specialist equipment, are meeting the outcomes for children, and are ensuring best value is applied.
12. To deputise for the Service Manager for SEND and Inclusion.



13. To lead on Tribunals, supporting Officers overseeing the case, draft and submit first response statements, make effective decisions regarding continuing to Tribunal or conceding the appeal, instruct legal support and monitor costs as necessary, to monitor progress and attend Tribunal cases where necessary.
14. To lead on Mediation and Dispute services on behalf of the Council, ensuring that mediation is seen as the preferable route for dispute resolution and is effective in its intent.
15. To respond proactively and within timescale to comments and complaints, following Rutland County Council Policy and procedures.
16. To contribute to gathering data and information for Freedom of information requests and Subject Access Requests.
17. To monitor data, identify trends and support the Service Manger to review and update the annual self-evaluation document in response to these findings to ensure a developing service delivery model.
18. To be responsible for the development, delivery and monitoring of the SEND service delivery plan in consultation with the Service Managers and Head of Service
19. To contribute towards Ofsted processes, including evaluation, data and evidence gathering and interpretation and Ofsted inspection.
20. To produce reports for the Directorate and other agencies as required and to provide the Service Manager with accurate management information and ensure that it is used to inform best practice, as part of robust performance management and quality assurance systems in line with the Children's Services QA and Performance Framework.
21. To undertake quality assurance reviews of casework, making recommendations for improvement and leading subsequent change to the service.
22. To contribute to the training of staff of all disciplines as well as those people directly supervised by the post holder, including preparation and delivery of presentations at local and regional conferences.
23. To undertake ongoing post-qualifying training and to develop local practice initiatives that demonstrates the post holder's continuous professional development, and application of updated research.
24. To participate in supervision and the corporate appraisal review programme



25. To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.

26. To comply with the Leadership and Management Behaviours in order to contribute to the achievement of the Council's strategic aims and objectives.

This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general areas of responsibility and grade of the post.

Person Specification

Qualifications & Training

Essential

Trained to level 5 in a Children's Services Professional Qualification, for example Qualified Teacher status, qualified social worker.

Evidence of leadership and management training and/or additional SEND professional training and qualifications.

Experience & Knowledge

Essential

Evidence of leading and managing service development, performance management and change in SEND or Social Care or Education services, working within early help and social care thresholds.

Experience of supervising practitioners or case officers in an education, social care or early help context and able to bring energy, vitality and challenge to the team.

Experience of working with SEND children in a variety of social care, education settings and completing formal and informal documentation to a consistently high standard.

Experience of working with a wide range of agencies including social care teams, education providers and health personnel, with proven ability to work effectively to bring a range of interventions together to achieve positive outcomes for children and young people.

Experience of developing other people's knowledge and skills through training or supervision, seminars or similar.

Experience of using Person Centred approaches, plans and reviews and the ability to set and work to clear outcomes and to co-ordinate detailed child centred, Care Plans, SEND or Education Health and Care Assessments and Plans, including during key transition points



Resource management – management of staff resources, financial management planning, contracts and commissioning and budget monitoring.

Extensive working knowledge of the SEND Code of Practice.

Experience and knowledge of tribunals and working alongside legal services.

Sound knowledge of childcare legislation, including, legislation related to SEN and disability, safeguarding practice and knowledge of regional and national implementation of SEN and Disability reforms.

Skills:

Essential

Excellent communication skills, verbal, oral and written, IT literate and able to utilise IT to record and present case information, or performance information.

Highly motivated positive team player able to work under pressure, meet deadlines and prioritise effectively who can find that extra level of motivation to keep the service and colleagues on track during busy periods of activity.

Dedicated, passionate and committed to providing high quality services for children and families with SEND.

Equality & Diversity:

Essential

Detailed understanding of equal opportunities, social inclusion and non-discriminatory practice, a commitment to their implementation and the ability understand the impact on families, recognising and responding to the additional vulnerabilities faced by children with SEND, supporting colleagues to do the same.

