

## Post Specification

<b>Date</b>	<b>December 2023</b>
<b>PG Number</b>	<b>6312</b>
<b>Post Title</b>	<b>Senior Manager SEND and Inclusion</b>
<b>Job Family</b>	<b>Organisational Support</b>
<b>Job Family Role Profile</b>	<b>OS19</b>
<b>Final Grade</b>	<b>Grade 19</b>

To be read in conjunction with the [job family role profile](#)

### Service Area description

The SEND and Inclusion Service is responsible for ensuring that Westmorland and Furness Council meets its statutory responsibilities toward children and young people with high needs. This includes those children who require additional provision to be made through an Education, Health, Care Plan (EHCP) as well as those who have an identified educational need that requires a level of support over and above that which would ordinarily be available within an education setting, but who may not require an EHCP. It is the responsibility of the SEND and Inclusion Service to ensure that needs are understood, planned for and met; through accurate analysis and identification, timely assessment and development of appropriate local provision.

The service works in partnership with parents, child care and education settings, social care and health providers to ensure children and young people with SEND, aged from 0 to 25, can access an appropriate education which prepares them for their life as an adult.

The SEND Service leads on co-ordinating the assessment, development and maintenance of EHCPs. In addition, the Educational Psychology Service and Specialist Advisory Teachers provide support, advice and training for providers as well as individual assessment for children and young people at identified at SEN Support and those with and EHCP. They also provide advice to inform the statutory assessment for the local authority.

### Purpose of this post

To provide strategic leadership for and management of SEND and Inclusion services to ensure the needs of children and young people in the local area are understood, can be met in local settings where ever possible and where they are supported to access education provision.

The post holder will work in collaboration with partners including those from education, health, social care and parent/carers to deliver integrated and joined up services for children and young people with SEND. This will include developing, implementing the SEND strategic vision with other partners, leading improvement work streams where appropriate and working collaboratively as a member of the Children's Services extended leadership team to achieve the wider priorities of the directorate.

The service is subject to national regulatory and performance oversight, which necessitates a thorough understanding of the legislative requirements, required standards and expectations for service delivery. The post holder must ensure the service is equipped to deliver these requirements and meet these standards.

SEND and Inclusion is a high-profile service area that requires a determined, experienced and motivated leader to deliver the authority's statutory responsibilities and wider improvement priorities.

The post holder reports to the Assistant Director Education and Inclusion and has direct line management and budget responsibilities. The post holder will be expected to effectively manage their service and support the council to deliver its overall strategic priorities and aims. They must be prepared to work flexibly and adapt to changing circumstances in respect of services provided or commissioned by the Council.

### Key job specific accountabilities

1. To provide strategic oversight of assessment, planning and support for children with special educational needs.
2. To strategically manage the LAs specialist education support services promoting effective, early identification and intervention for children and young people with SEND
3. Support the local authority in the development and delivery of its high needs provision strategy; contributing to forecasting and pupil place planning for specialist placements and to ensure the continuous review of the continuum of provision to reflect the Local Area's changing needs.
4. To lead the strategic interface with all related services to support effective inclusion and ensure seamless pathways and transitions for children and young people with identified SEND, and those with EHCPs.
5. To promote service design that is co-produced with parent carers and young people enabling quality provision and services to meet the needs of children and young people with SEND.
6. To strategically lead co-production in relation to SEND across the Local Area.
7. To maintain oversight of supervision and performance management process across the Service.
8. To support the development of continuous improvement in service delivery, including through keeping up to date with local and national developments and embedding a learning culture within the service.
9. To have management oversight of supervision, performance management and quality assurance across the Service.
10. To provide reports, advice and information on matters relating to the service to the Director of Children's Services, the Lead Member for Children and Young People's Services, elected members, regulators, other stakeholders and council officers
11. To support, with relevant partners, the Council's preparations for statutory inspections by regulatory bodies and the development, implementation and monitoring of resultant action plans.
12. To be responsible for the efficient and effective management of the SEND and High Needs budget. Ensuring that all services balance the needs of safeguarding children with accountability to spending public funds efficiently and within the allocated budget.
13. To ensure that there are appropriate decision making processes in place so that children and young people receive suitable education in line with statutory requirements.
14. To promote and champion equality and diversity in the delivery of all Council activities, service provision and employment practice.
15. To comply at all times with the council's policies and procedures, particularly those regarding Data Protection, Equalities and Diversity and Health and Safety.

**Please note annual targets will be discussed during the appraisal process**

### Key facts and figures of the post

<b>Budget Responsibilities</b>	£1.6 million service budget
<b>Staff Management Responsibilities</b>	Direct line management of up to three posts. Overall management responsibility for a diverse and dispersed teams across Westmorland and Furness.
<b>Other</b>	Oversight of High Needs Block Funding £27.6m (before academy recoupment)

### Essential Criteria - Qualifications, knowledge, experience and expertise

- Experience of working and leading at a senior level within the education sector
- Degree qualification and/or relevant professional qualification
- Extensive knowledge of SEND including legal and regulatory frameworks
- Extensive experience of managing a relevant service for children and young people
- Significant experience of multi-agency working and leading in a multi-agency setting
- Skills to communicate effectively with leaders, partners, parents and elected members
- Proven ability to build effective teams which focus on continuous improvement
- Proven ability to plan strategically for the provision of services
- Proven ability to manage budgets effectively and achieve best value at all times.

**The successful applicant will be:**

- Rigorous and methodical in the delivery of the local authority's statutory duties, ensuring that services perform effectively
- Innovative and creative in the development and delivery of support and provision
- Compassionate, collaborative and personable as a leader.

**Disclosure and Barring Service – DBS Checks**

- This post requires a DBS check. The level of check required is:
  - DBS Enhanced – Children

**Job working circumstances**

<b>Emotional Demands</b>	<ul style="list-style-type: none"> <li>• High</li> </ul>
<b>Physical Demands</b>	<ul style="list-style-type: none"> <li>• Normal</li> </ul>
<b>Working Conditions</b>	<ul style="list-style-type: none"> <li>• Normal</li> </ul>
<b>Other Factors</b>	