

JOB DESCRIPTION

Assessment Manager

Reporting to:	Head of Service
Responsible for:	Therapeutic Integration Practitioners (TIPs)
Salary:	£44,400 - £47,563 per annum [TCES Salary Band 4.03]
Location:	Create in the Community, Training & Life Skills Hub (E16)
Contract and hours:	Permanent, Full-time

Job Purpose

The Assessment Manager will hold responsibility for Create in the Community's 20 Week Assessment programme. They will work in cohesion with the Head of Service and Business Development Team to oversee the referral, assessment, and integration process of new pupils.

As a member of the Senior Leadership Team (SLT), the Assessment Manager's operational oversight of the 20 Week Assessment Programme will include line management and supervision, and coordination with the multidisciplinary clinical and inclusion team.

Main duties and responsibilities

Work collaboratively with the Business Development Team (BDT) and the Head of Service at the initial assessment stage of new pupil referrals for Create in the Community's 20 Week Assessment Program.

To conduct home and community visits to pupils and families on the 20 Week Assessment Program.

Coordinate and oversee the 4 stages of the assessment: rapport building; assessment; reporting; integration.

Ensure each pupils' Assessment Program meets all criteria set out within the Create in the Community's 20 Week Assessment Program Manual, including liaison with the internal multi-disciplinary team.

Coordinate bespoke elements of the 20 Week Assessment Program.

Manage staffing and delivery of the 20 Week Assessment Program in collaboration with the internal TCES Recruitment team and SLT.

Contribute to effective decision making as a member of the SLT.

In collaboration with the SENCo, Therapy Lead, Senior Practitioner and the wider Clinical and Inclusion Team, regularly review assessment and integration plans to ensure pupils are making appropriate and sustainable progress and working towards a 'stepdown' destination.

Coordinate and chair multi-disciplinary Assessment Program meetings as appropriate ensuring that all relevant agencies and stakeholders are invited to attend.

Successfully manage TIPs to ensure the implementation of the 20 Week Assessment Cluster, including:

- Induction of new pupils.

- Gather parent/carer and pupil views.
- Identify venues (e.g. libraries, community centres) for community-based learning.
- Liaise with the Teaching and Learning Team to complete baseline assessments.
- Initiate Pathway Plans, Individual Education & Behaviour Plans.
- Lead Cluster de-brief with all TIPs virtually at the end of the working day.

Compile, disseminate and lead on the presentation of evidence-based assessment completion reports.

Oversee the induction of new staff members directly linked to students on the 20 Week Assessment Program.

Modelling consistent exemplary personal and professional boundaries to all staff.

Travel and meet with centralised and cross-company TCES teams as required.

Since job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.

The post-holder is expected to observe and comply with all TCES policies and regulations, for example Code of Conduct, Safeguarding, Keeping Children Safe in Education, Health and Safety, TCES Values, Equality and Diversity etc.

PERSON SPECIFICATION

Education and qualifications

An appropriate degree level professional qualification (or equivalent) in Social Work.

Current Social Work England Registration.

Practice education stage 1 & 2 qualified (D).

Knowledge and experience

Leading and supervising a team.

Experience of coordinating pupil centred assessments and providing timely reports.

Experience of supporting neurodiverse children or with ASC and/or SEMH and an understanding of potential implications for communication, learning and behaviour patterns.

Demonstrable experience of raising outcomes for pupils with neurodiverse needs whilst promoting a culture of inclusion.

Liaising with Local Authorities and other stakeholders, chairing multi-disciplinary meetings.

Working knowledge of Safeguarding & Child Protection Procedures.

Experience of managing a budget (D).

Skills and ability

Be able to offer a calm response to children with ASC and SEMH and always promote de-escalation and emotional regulation.

Prioritise workload effectively; highly organised with attention to detail.

Able to collaborate and work effectively with a wider network of professionals.

Excellent verbal and written communication with experience of writing and keeping effective records and reports for a range of audiences, using proficient IT skills.

Able to support staff in forming and sustaining effective relationships with pupils.

Able to promote and celebrate diversity and equal opportunities.

Promote excellent practice and reflect upon own practice, aware of new developments in practice and policy that effect the role.

Other

Commitment to leading on safeguarding and promoting the welfare of children and young people.

Able to promote and celebrate diversity and equal opportunities.

Commitment to TCES Values.

D= Desirable

February 2023