



LONDON BOROUGH OF MERTON
CHILDREN, SCHOOLS & FAMILIES DEPARTMENT
JOB DESCRIPTION

POST TITLE: SEN & Inclusion Service Manager

Grade: MG2

DIVISION/SECTION: SEN & Inclusion Service

Location: Civic Centre

Responsible to: Head of Education

Responsible for: SEN & Inclusion Service – Manager SEN (MGC), Manager EPS (Soulbury), Manager Language & Learning Service (Leadership), Manager Sensory Service (Leadership), Parent Partnership Officer (PO4), Manager Portage & Early Support Team (PO4), Business Support Officer (SC6) and Personal Assistant (SC6)

Post number:

Date: 1st April 2008

1. MAIN PURPOSE

- To develop and lead on the implementation of the SEN & Inclusion Strategy for Merton and ensuring a close alignment with the Merton Children and Young People Plan.
- To strategically lead the SEN & Inclusion Service to ensure that the Council achieves its strategic aims for pupils with assessed special educational needs within the legislative framework.
- To discharge the responsibilities of the local authority that are required under the SEN Code of Practice and relevant legislation.
- To oversee all funding that supports SEN & Inclusion Services, totalling approximately £10,000,000 per annum.

- To lead the SEN & Inclusion Service Senior Management Team to ensure that it contributes to the raising of attainment for all Children & Young People in Merton Schools and settings through inclusive education.

2. MAIN DUTIES AND RESPONSIBILITIES

1. Be the designated Local Authority Lead Officer for SEN & inclusion matters – providing strategic leadership in this area.
2. To ensure that the SEN & Inclusion Service fulfils its statutory responsibilities within the relevant legislation (e.g. SEN & DDA) and meets the required performance indicators.
3. Lead and manage the SEN & Inclusion Service (including the Parent Partnership Team, SEN Team, EPS, Language & Learning Service, Sensory Service and Portage/Early Support Team) - focusing on improving outcomes for children and young people with SEN.
4. Represent the local authority to agencies such as schools, early years settings, voluntary organisations, PCT, other local authorities, non maintained & independent special schools.
5. To facilitate operational links with policy & practice for children with disabilities; social inclusion and services in behaviour management.
6. Work in close partnership with internal and external partners and agencies to ensure a creative and consistent approach to SEN provision. Ensure that this takes full account of equal opportunities and ensures coherence between the SEN & Inclusion Strategy, the Children & Young People Plan and other strategic plans.
7. Oversee work with partner agencies, to ensure accessibility of services relevant to children with SEN and their parents.
8. Chair and / or participate actively (as appropriate) in an agreed range of partnership and Officer meetings related to the SEN & Inclusion area and the corporate working of the authority. To promote the Councils vision and values in such meetings.
9. Ensure that appropriate professional advice is provided for statutory procedures in SEN, to high professional standards and within local & national timescales.
10. Provide strategic leadership to improve outcomes, for all children with SEN, related to the 5 Every Child Matters Outcomes and to meet targets relating to narrowing the gaps in achievement.
11. Ensure that SEN & Inclusion services are delivered in an integrated way that facilitates access to services and maximises the benefits to children with SEN & their families.

12. Manage the budget for SEN & inclusion services within the authority (currently in the region of £10,000,000 per year).
13. Contribute to the development of professional practice for SEN inclusion working closely with schools, school improvement advisors and other relevant partners to ensure that the curriculum is designed to meet the individual needs of pupils with SEN.
14. Keep under review provision and capacity for SEN in Merton.

3. GENERAL

1. To lead in planning, monitoring and evaluation of the SEN & Inclusion Service Plan in accordance with the SEN & Inclusion Strategy, the 5 outcomes of Every Child Matters, relevant legislation and local requirements for services for children with SEN and their families.
2. To strategically lead on specific service development priorities in line with the SEN & Inclusion Strategy and relevant legislation.
3. To ensure all services are delivered within the parameters and desired outcomes for the Council's Comprehensive Area Review (new JAR/APA).
4. To contribute to Cabinet & Scrutiny reports and meetings as required and advise elected members as directed by the Head of Division. Work effectively with elected members to support them in their leadership role ensuring that they have timely and good quality information.
5. Lead and develop strong, forward thinking partnership arrangements with external bodies from the public and private sector locally, regionally and nationally to engage others in supporting, improving and sustaining quality inclusive practice which impacts positively for children with SEN and their families.
6. Lead, support and inspire staff to reflect on and develop their own understanding, knowledge and skills to ensure effective leadership at all levels, strong succession planning and a workforce committed to the improvement of SEN & inclusion services.
7. To line manage staff including overseeing recruitment, induction support and supervision and performance management.
8. To manage budgets and monitor in line with LB Merton finance policies and procedures.
9. Develop effective working relationships with CSF – School Quality and Standards, Commissioning, Strategy and Performance, Social Care etc to ensure that SEN & inclusion data, policy and practice inform the work of the directorate and contribute to Children and Young peoples Plan, Annual Performance Assessment, Joint Area Review.

10. To undertake all duties and interactions with employees, partner providers and customers fairly, without unlawful discrimination and with due regard to the Council's Diversity and Equality in Employment and Service Delivery policies.
11. To carry out duties and responsibilities in accordance with the Council's Core Values, Equal Opportunities Policy, Health and Safety Policy and all other borough and departmental policies and procedures, in particular the non-smoking policy and confidentiality in line with the Data Protection Act.
12. To maintain a working environment in which diversity is respected and responded to and equality of opportunity is promoted.
13. To ensure complaints are responded to in accordance with the Customer Complaints Procedure.
14. To use computers and other ICT in the normal performance of the duties of the post. To champion data quality in the Department, proactively appraising data produced by the Department for robustness, ensuring that data quality issues are addressed and corporate requirements are met, as set out in the council's Data Quality Strategy.
15. To brief line manager on all matters which are likely to be subject to publicity whether positive or negative.
16. To contribute to the development of effective teamwork establishing good communication systems, including team training and regular team meetings.
17. To keep up to date with new developments in appropriate fields, attend training and supervision sessions and contribute to workshops, seminars and conferences.
18. To work flexibly and to undertake any other duties commensurate with the post as required by the Head of Division and or Director of Children, Schools and Families.
15. Ensure that the Council fulfils its statutory responsibilities as a local authority insofar as they relate to the duties of the post holder.
16. Represent the Head of Division as required at meetings, conferences, working groups etc, promoting the council's vision and values.
17. Work pro-actively and effectively as a member of the Divisional Leadership Team and wider Children, Schools and Families Management Forum.

FUNCTIONAL LINKS

- Children's Centres, Schools & Settings
- Operational Staff
- Parents/Carers
- CSF Teams
- Voluntary Sector
- Statutory Agencies

OTHER RELEVANT MATTERS

The Officer appointed might be required to work during some evenings and weekends for which time off in lieu will be negotiated.

LONDON BOROUGH OF MERTON
CHILDREN, SCHOOLS & FAMILIES DEPARTMENT
PERSON SPECIFICATION

POST TITLE: SEN & Inclusion Service Manager

Grade: MG2

DIVISION/SECTION: SEN & Inclusion Service

Location: Civic Centre

Responsible to: Head of Education

Responsible for: SEN & Inclusion Service

Post number:

Date: 1st April 2008

Experience / Qualifications / Skills / Knowledge:

1. A degree or comparable level of educational achievement, and evidence of continuous professional development at postgraduate level.
2. A thorough knowledge & understanding of legislation relating to SEN inclusion and children's services, coupled with significant experience as a senior manager, within the SEN & inclusion field.
3. Experience of promoting, leading and delivering strategies to secure value for money, continuous service improvement and the development of quality customer focused services.
4. Strong leadership qualities to motivate and enthuse both your own team and colleagues, and that facilitate the strategic alignment of partner agencies activities.
5. Ability to analyse complex issues, summarise key concepts and present a balanced and clear opinion
6. Good interpersonal skills and the ability to work effectively as an individual and as part of a team in an environment of competing priorities and deadlines. Ability to manage a team, workloads, organise work schedules and prioritise in order to meet tight deadlines. Ability to liaise successfully and promote the work of the SEN & Inclusion Service with other agencies, senior officers and departments within the Council and elected Members.
7. Financial management experience with the ability to analyse services in the context of value for money and market forces.

8. Comprehensive and thorough knowledge of the Government's agenda relating to Every Child Matters and its implementation.
9. High order communication skills, both oral and written, for and with a range of audiences, and ability to organise work in order to meet tight deadlines.
10. Proven advanced leadership and collaboration skills.
11. Ability to lead, support and inspire staff to reflect on and develop their own understanding, knowledge and skills to ensure effective leadership at all levels and strong succession planning.
12. Understanding of and commitment to Equal Opportunities policies, social inclusion and anti-discriminatory practice.
13. Proven advanced project management skills (involving an ability to plan services, deliver services and closely relate finance to planned outcomes).
14. Practical experience of using ICT for word processing, e-mail and to support office administration.
15. Ability to travel around the borough.

1st April 2008