

LONDON BOROUGH OF MERTON

DEPARTMENT : Children, Schools and Families

JOB DESCRIPTION

POST TITLE: SEN/ EHC Team Manager

Grade: MGB

**DIVISION/SECTION: Education/ Special Education Needs and
Disabilities Integrated Service (SENDIS)**

Location: Civic Centre

Responsible to: Service Manager

**Responsible for: SEN /EHC Planning & Assessment Team
and Statutory Processes**

Budget: Placement Budget - £7m

Post number:

Date: August 2014

MAIN PURPOSE

- The Team Manager, under the supervision of the Service Manager, is responsible for key Service standards within SEN. They will ensure their development and day to day operational delivery, working with colleagues and partner agencies to achieve the objectives of the Service, to fulfil quality assurance standards and targets, and to monitor performance.
- To lead and manage the statutory SEN /EHC Team to ensure that the Council achieves its strategic aims for children & young people with assessed special educational needs within the legislative framework of the Children and Families Act 2014.
- To take lead responsibility and management of the SEN/EHC Team ensuring inter-agency and family involvement, providing best value, effective management, communication and high performance.
- To take a lead role with Health and Children and Adults Social Care, in the development of strategy policy, procedures and robust performance data systems in relation to statutory SEN and EHC Plans.

- With multi-agency colleagues take the lead role in developing and implementing the Children & Families Act 2014 and the SEN Code of Practice (2014). Taking a lead role in developing high quality SEN services for children and young people with particular reference to Social Care and Health, that will include the Chairing of multi-agency and multi- disciplinary decision making panels.
- To ensure that SEN/EHCP commissioning of placements and funding decisions are made in accordance with legislation and associated codes of practice and that they are equitable and legally robust.
- To negotiate with Schools, Access to Resources Team (ART) and other Partners on the allocation of funding and budgets to ensure the best placements for vulnerable children.
- To provide the expert knowledge base on children with SEN taking a lead role in ensuring that schools and other partners are aware of legislative and codes of practice changes.
- Ensure vulnerable children and their families and/or carers, receive a high quality and responsive service as set out by the London Borough of Merton's policies and procedures and enshrined in the Children Act 1989 and 2004 the Education Act and other relevant legislation.

MAIN DUTIES AND RESPONSIBILITIES

1. To ensure that the SEN Team fulfils its statutory responsibilities within the relevant legislation and meets the required performance indicators.
2. Ensure the co-ordination and compilation of EHC Plans
3. To be a member of the SEND Integrated Service Senior Management Team to contribute to delivering key priorities.
4. To support the management team in the leadership of SEN/EHC statutory processes by providing expert advice and guidance on all statutory SEN and related disability issues.
5. To be the Safeguarding lead for SEN and be responsible for child protection systems; ensuring that children and young people within the Borough are safeguarded from abuse in line with "Working together to safeguard children".
6. To ensure that all SEN/EHC staff are trained in safeguarding and child protection and understand their roles and responsibilities accordingly.
7. Ensure effective risk management practice, through the development of excellent inter-agency collaboration and communication.
8. To take a lead role in implementing aspects of Children and Families Act requirements, particularly with Parents/Carers, children and young people.
9. To Chair multi-agency SEN Panel and Care package meetings and reviews as appropriate; to attend resource allocation meetings, tripartite and

vulnerable pupils and other meetings as appropriate, attend case discussions and support staff with-court appearances, tribunals and preparation and ensure that processes for decision-making and representation at SENDIST based hearings are robust and that the interests of the SEND Integrated Service are appropriately protected.

10. In liaison with Council services and agencies such as EWS, Educational Psychologists and CAMHs, to coordinate and manage admission processes to in-Borough special schools and maintained schools with Additional Resourced Provision (ARPs), and to manage with the Access to Resources Team (ART), admission decisions to out of borough special schools, non-maintained and independent special schools and education otherwise than at school. Ensuring that the needs of SEN are met.
11. To take part in joint decision-making processes on residential placements in special schools and elsewhere.
12. To work in partnership with Health, Children and Adults Social Care managers to ensure plans and strategy are informed by an understanding of the SEN Code of Practice (2014), inclusion issues, Safeguarding and Child Protection
13. To provide clear advice to professionals, families and schools concerning complex learning needs of some pupils.
14. To contribute to the monitoring of Children Missing Education and work with colleagues to ensure rapid action is taken in all cases so that attendance improves
15. To provide professional supervision to the SEN/EHCP Team, overseeing casework and advising on individual decisions in complex cases.
16. To represent the Authority at Mediation meetings with parents and families and to take decisions on behalf of the Authority, contributing where possible to a resolution.
17. To ensure that processes for decision-making and representation at SENDIS Tribunal based hearings are robust and that the interests of the Service are appropriately protected.
18. To ensure that Parents/Carers, Children and Young People are fully engaged with the EHC Assessments, Planning and decisions.
19. To liaise with the Parent Partnership Officer and other services for parents/carers in support of children and young people and the resolution of casework.
20. To ensure the service communicates courteously and effectively with parents & carers in relation to EHCP decisions made about their children's and young people's SEN & disability.
21. To support and facilitate the involvement of children, young people and their families to ensure that the child or young person's voice is sought in all cases, listened to and responded to appropriately.

Management

1. Day to day management and supervision of the SEN Team and the on-going provision of assessed support, ensuring that Duty procedures are implemented and are effective to safeguard the welfare and needs of vulnerable children and their families.
2. To be a member of the SEN and Disabilities Integrated Service SMT contributing to the raising of attainment for all Children & Young People in Merton Schools and settings through safe inclusive education and integrated support and to ensure management of the service to ensure that:
 - all children and their families receive responsive services, which avoid family breakdown wherever possible, prevent harm and promote children's life chances.
 - children and their families benefit from assessment and intervention processes, care planning and review arrangements which focus on the needs of the child.
 - A fair, consistent, inclusive and stakeholder-focused service is provided.
3. To be responsible for the effective setting, monitoring and management of the SEN service budgets. To manage allocated budgets as a delegated budget holder within agreed limits so that value for money is achieved and resources used in accordance with Divisional strategies, policies and within the Council's financial regulations. To be responsible for the effective setting, monitoring and management of budgets within the service, as appropriate, including advising the SEND Integrated Service Manager on the budgetary requirements of in-borough schools and special schools including the top-up funding and residential costs.
4. Ensure all referrals have a decision made within the agreed timeframe of receipt and the referrer receives written confirmation of decision, if appropriate.
5. Ensure that all assessments are completed within agreed timeframes.
6. To ensure that robust information relating to CareFirst, Impulse and other IT systems is reported in accordance with the council's Data Quality strategy; work proactively to improve Data Quality where issues around timeliness or robustness of data has been identified and to ensure timely and accurate management information is produced.
7. To develop, in line with department guidance, a range of policy, procedures and practice guidance including contributing to the development of an annual service plan and work to the objectives therein.
8. To be responsible for the SEN team and that they fulfil statutory responsibilities within the relevant legislation and meet required performance indicators.
9. To carry out duties and responsibilities to ensure the performance of staff through the effective use of supervision (in accordance with the Council' social work supervision policy), appraisal and other personnel and training procedures and council codes of practice in order to ensure they are able to provide high quality, integrated responses to the needs of stakeholders.

10. To have an integrated approach to service delivery by working in partnership with the local community, key agencies, service users and carers.
11. To oversee recruitment, induction, support and supervision and performance management as appropriate.

Leadership

12. To take a lead role in the development of local policy in relation to children with SEN by participating in working groups, consultations and reviews and supporting the Service Manager in this role.
13. 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 raising attainment for pupils in Merton schools and settings through inclusive education.
14. Champion the equality and diversity agenda across the service and with multi-agency professionals.

Communication

15. To ensure that staff are fully aware of the implications, requirements and guidance of the Children Acts 1989 & 2004 (subsequent revisions, guidelines and regulations), the Children and Families Act 2014 and all other relevant legislations and matters in relation to child protection, child care and SEN.
16. To ensure that the Integrated Service principles, aims and objectives are positively represented within the council, as well as to colleagues in associated Health Services and with all stakeholders.
17. To contribute to the development of effective teamwork establishing good communication systems, including team training and regular team meetings.

General

1. To strategically lead on specific service development priorities in line with the CSF plans and other related plans (Children's Trust and Merton Safeguarding Children Board).
2. To ensure all services are delivered within the parameters and desired outcomes for the CSF regulatory frameworks and partner regulatory frameworks as required.
3. To produce a range of reports for the service manager, directorate management team, DfE, cabinet members and wider partnerships/forums as required.
4. To ensure that appropriate and timely financial information is available, as required.
5. To oversee the implementation of the policy for SEN travel and ensure its cost effectiveness.

6. 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.
7. 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.
8. To maintain a working environment in which diversity is respected and responded to and equality of opportunity is promoted.
9. To ensure complaints are responded to in accordance with the Customer Complaints Procedure.
10. To use technology in the normal performance of the duties of the post.
11. To keep up to date with new developments in appropriate fields, attend training and supervision sessions and contribute to workshops, seminars and conferences.
12. To work flexibly and to undertake any other duties commensurate with the post.

LONDON BOROUGH OF MERTON

DEPARTMENT: Children, Schools and Families

PERSON SPECIFICATION

POST TITLE: SEN/EHC Team Manager

Grade: MGB

DIVISION/SECTION: Education/ SENDIS

Location: Civic Centre

Responsible to: Service Manager

Responsible for: SEN Team, EHCP Statutory Processes and associated budgets

Post number:

Date: August 2014

Experience / Qualifications / Skills / Knowledge:

1. Educated to degree level or equivalent.
2. A demonstrable understanding or experience of, working with or in a school or education setting.
3. Experience of working with SEN within a local authority context, including experience of statutory assessment and statement preparation.
4. Knowledge and understanding of policies, statutory regulations and guidance relating to Safeguarding and Child Protection.
5. Experience of working at a senior management level.
6. Understanding and commitment to multi-agency integrated working, in particular with Schools, Health, Children and Adults Social Care.
7. Understanding and commitment to working with children, young people and their parents/carers.
8. Experience of developing and implementing policy and procedural change.

9. Excellent understanding of the SEN Code of Practice 2014, Children and Families Act 2014 in relation to SEND, financial regulations affecting schools & local authorities and other relevant legislation.
10. Experience of managing substantial budgets effectively.
11. Understanding of and commitment to Equal Opportunities policies, social inclusion and anti-discriminatory practice.
12. Excellent communication and interpersonal skills, good negotiation, persuasion and organisational skills.
13. Ability to use data from multiple sources to identify needs/gaps in service development and develop and initiate new ways of working.
14. Ability to negotiate credibly with a range of stakeholders to develop collective contribution to EHCP outcomes.
15. Ability to understand and make connections between a number of agencies and agendas.
16. Ability to develop practical, creative and innovative solutions to deliver objectives.
17. Ability to keep effective records and evaluate progress.
18. Effective communication skills, verbal, written and in presentations for a range of audiences and stakeholders.
19. Ability to work under pressure and meet tight deadlines.
20. Good level of IT skills and experience.
21. Ability to deal with difficult and challenging situations with tact and sensitivity.
22. Ability to travel around the borough.