

Job Description Template

Job Description

JOB TITLE:	Special Educational Needs Assessment and Review (SENAR) Service Manager
GRADE:	Grade O
POST NUMBER:	304603
DIRECTORATE:	Children and Culture
SERVICE:	Education and Partnerships
RESPONSIBLE TO :	Head of Special Educational Needs
RESPONSIBLE FOR:	5 x SEN Team Managers 1 x Quality Assurance Manager
	DBS Enhanced check required This post is not politically restricted
JOB SUMMARY:	<p>To manage and lead the SENAR Service in the processing of the statutory assessment procedures for children and young people with education, health and care needs under the terms of the Children and Families Act 2014 and the SEN Code of Practice 2014.</p> <p>To ensure the performance of the SENAR team meets statutory requirements and performance targets, including the quality of EHCPs and Annual Reviews, developing, promoting and ensuring rigorous quality assurance processes.</p> <p>To take responsibility for liaising closely with parents, schools and other professionals in order to manage the complex process of carrying out EHC assessments of children and to co-produce EHC Plans with families, keeping the child at the centre of a person-centred approach and having regard to the voice of the child and the aspirations of the family at all times</p> <p>To manage the placement of children with EHCPs to deliver the targets of the High Needs Funding arrangements.</p>

	<p>To work with schools, health services, and parents to improve services and resolve complex cases.</p> <p>To develop and maintain partnerships with colleagues from Education, including schools, Health and Social Care to ensure appropriate and cost-effective provision is available for CYP with EHCPs.</p> <p>To oversee the timely and effective delivery of tribunals, mediation and complaints responses.</p> <p>Ensure timely reporting of progress on service improvement targets to the Head of SEND.</p>
ROLE REQUIREMENTS:	
1.	To allocate tasks and work focus to members of the SENAR Team according to Council and Team priorities
2.	To ensure systems are adopted that take full account of their impact on children and young people, their families and their educational settings
3.	<p>To ensure that the Service use of the management information system is accurate, appropriate and informs all data used for monitoring and service improvement, allowing a structured, systematic and high-quality response to the Team's core responsibilities of:</p> <ul style="list-style-type: none"> • Carrying out EHC Assessments • Preparing EHC Plans • Reviewing, amending and ceasing EHC Plans • Undertaking associated SEN Casework arising from the administration of the statutory SEND process
4.	To work with the Head of SEND to ensure that all statutory returns are completed and submitted on time.
5.	To develop and sustain a parent / young person-centred approach to casework management, ensuring that co-production is a priority in all SEN work improving the experience of young people of the LA's role in the assessment and planning for their education and ensure that their experiences inform all practice and service improvement work

6.	To monitor and report to the Head of SEND on stakeholder views and experiences of <ul style="list-style-type: none"> • EHCP process • Annual Reviews
7.	To ensure enhanced review and monitoring of all placements and to work with the Head of SEN, the SEND Inclusion Advisor, and local school leaders to ensure that the Borough has a truly inclusive and integrated approach to learning, and ensuring that every child has a place, where possible, within a local setting.
8.	In liaison with the SENAR Team managers, to act as lead senior SEND Officer for aspects of the planned processes within the sphere of responsibility for: <ul style="list-style-type: none"> • Requests for Assessment • Assessment • Developing EHC Plans • Reviewing Plans • Phase transfer (nursery to primary; primary to secondary; Year 11 / 13 to post school options) • Nominated complex cases where there is a recurrent disagreement with the parent / young person that is very hard to resolve
9.	To be responsible for decision making under Part 2 of the SEND regulations (2014) by agreement with the Head of SEND.
	To prepare and present complex reports and communicate them to a range of audiences
10.	To deputise for the Head of SEN where required, including: <ul style="list-style-type: none"> • SEND Panel on a regular and defined basis • Liaison with the Parent Carer Forum and Parents' Advice Centre • Liaison with other Council and NHS managers
11.	To keep in touch with the ongoing production of guidance from the DFE and established DFE partners, updating team members and discussing with the Head of SEND any need for school / setting briefings
CORPORATE RESPONSIBILITIES	

12.	To develop a Quality Assurance framework and ensure that a range of quality assurance activities, including peer auditing, auditing of casework and EHCPs is undertaken across the service, built into practice and reviewed, monitored and reported to senior managers
13.	To ensure the delivery of service improvement plans which address performance or practice issues, considering service users and partner agency feedback to ensure high standards of practice, continuous improvement and learning from audit are embedded across the Service.
14.	To ensure rigorous monitoring of the annual review process so that all Annual Reviews are received into the LA, are attended by an officer where required, and that all Annual Reviews are processed within statutory timescales, with appropriate amendments made at key points of transition to promote the growth, development, and progress of all learners as they move through life.
15.	To provide timely responses to complaints and Members' Enquiries to the SEN Service
PEOPLE	
16.	To work with the Head of SEN to recruit and retain appropriately skilled staff to support families and improve the outcomes of children and young people, promoting their wellbeing, with EHCPs living in the Borough.
17.	To work in partnership with other services within the Local Authority, including Educational Psychology Service, Children's Social Care, Learning Advisory Services, and NHS Community Therapies, to ensure that needs are identified early, with appropriate promotion of universal and targeted services, with statutory advice allocated and then delivered to a high-quality and within specified timescales
SERVICE	
18.	To hold responsibility for the achievement of all performance indicators and targets relevant to the Service and to report on these to the Head of Service, and where appropriate to the Director for Education and the Director of Children's Services in line with the requirements of the post.

OTHER CONDITIONS:

To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training/development activities including the council's 'My Annual Review' scheme.

To engage and develop team members to ensure they have clear personal development plans.

Ensure that all duties and responsibilities are discharged in accordance with the council's policies and procedures, Code of Conduct and relevant regulations and legislation.

To comply with the council's equal opportunities and diversity policies ensuring anti-discriminatory practice within the service area.

To undertake additional duties that may arise from time to time commensurate with the grade of the post.

SPECIAL TERMS AND CONSIDERATIONS

Ability to work outside normal office hours in order to attend evening meetings

Ability to travel to different locations within and outside the borough

A successful track record as a senior manager in a service for children and young people with special educational needs and disabilities

The ability to use management information to judge service performance and to devise and implement service improvement strategies

Experience of designing and implementing innovative change which will deliver legislative requirements and improve services

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Requirements	Person Specification for the Post of	Essential (E) or Desirable (D) (if applicable)	Method of Assessment A= Application Form T= Test I= Interview
Knowledge	<ol style="list-style-type: none"> 1. An extensive knowledge of the Children and Families Act 2014 and the associated SEND Code of Practice' 2. An up-to-date understanding of proposed changes in developments in special needs 3. IT skills 4. High level of verbal and written communication skills 5. Knowledge of the impact of placement decisions on High Needs Funding 	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p>	<p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p>
Qualifications & Experience	<ol style="list-style-type: none"> 6. A successful track record as a senior manager in a service for children and young people with special educational needs and disabilities 7. The ability to use management information to judge service performance and to devise and implement service improvement strategies 	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p>	<p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p>

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	8. Experience of designing and implementing innovative change which will deliver legislative requirements and improve services	E	A/I
	9. Experience of managing a range of administrative functions and systems in a multi-disciplinary environment	E	A/I
	10. Work with members of the public in a customer service role	E	A/I
	11. Experience of managing, mentoring and developing staff in a complex and challenging environment	E	A/I

Living the TOWER Values sets out the essential behaviours required of all staff.		They are aligned to the organisation's five TOWER Values	
We work TOGETHER across boundaries and with partners to achieve the best outcomes for Tower Hamlets	12. Keeps abreast of external changes which impacts on delivery, seeking collaborative solutions to achieve the best outcomes.	E	A/I
We are OPEN and transparent	13. Strongly facilitates with various stakeholders to deliver the pace of change required for the further success of Tower Hamlets	E	A/I

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We are WILLING to challenge, innovate and be accountable	14. Takes accountability for leading the organisation in being ambitious and delivering high standards.	E	A/I
We empower each other to be EXCELLENT and go the extra mile	15 Get others excited about Tower Hamlets vision, strategy, values and goals and how they can make a difference.	E	A/I
We RESPECT all communities; they are the heart of everything we do	16 Initiates new programmes and makes changes to improve the customer experience and access.	E	A/I
Additional Requirements	To comply with the requirement to carry out an enhanced DBS check on this role.	E	A/T