

## Job Description Template

### Job Description

<b>JOB TITLE:</b>	Special Educational Needs Annual Reviews and Assessments (SENAR) Team Manager
<b>GRADE:</b>	M
<b>POST NUMBER:</b>	
<b>DIRECTORATE:</b>	Children and Culture
<b>SERVICE:</b>	Education and Partnerships
<b>RESPONSIBLE TO :</b>	SEN Service Manager
<b>RESPONSIBLE FOR:</b>	1 Senior EHCP Co-ordinators 7 x EHCP Co-ordinators
	DBS Enhanced check required This post is not politically restricted
<b>JOB SUMMARY:</b>	<p>To manage and lead the SEND EHCP Co-ordinator team 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 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 young people and to co-produce EHC Plans with families, keeping the child/young person at the centre of a person-centred approach and having regard to the voice of the child/young person and the aspirations of the family at all times.</p> <p>To manage the placement of CYP with EHCPs to deliver the targets of the High Needs Funding arrangements.</p> <p>To develop and maintain partnerships with colleagues from Health and Social Care to ensure appropriate and cost-effective provision is available for CYP with EHCPs.</p>

<b>ROLE REQUIREMENTS:</b>	
1.	To allocate tasks and work focus to members of the SEND 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.	To ensure a structured, systematic and high-quality response to the Team's core responsibilities of: <ul style="list-style-type: none"> <li>• Carrying out EHC Assessments</li> <li>• Preparing EHC Plans</li> <li>• Reviewing, amending and ceasing EHC Plans</li> <li>• Undertaking associated SEN Casework arising from the administration of the statutory SEND process</li> </ul>
4.	To undertake specific higher level casework tasks, specifically and including: <ul style="list-style-type: none"> <li>• Quality assuring EHC Plans</li> <li>• checking amendments to EHC Plans following annual review, as suggested by SEND Officers</li> </ul>
5.	To respond to relevant FOI requests, Subject Access Requests, and complaints in compliance with council policy
6.	To ensure enhanced review and monitoring of Out of Authority placements
7.	To act as lead senior, SEND Officer for one of the following areas of the SEN Statutory process, as agreed with the SEN Service Manager: <ul style="list-style-type: none"> <li>• Assessing and Developing EHC Plans</li> <li>• Annual Review of EHCPs</li> </ul> Including the developing and maintaining data and quality assurance systems to monitor and evaluate the delivery, effectiveness and support the wider strategic leadership of SEND

8.	<p>To act as lead senior, SEND Officer for one of the following areas of the SEN Statutory process, as agreed with the SEN Service Manager:</p> <ul style="list-style-type: none"> <li>• Phase transfer (nursery to primary; primary to secondary; Year 11 / 13 to post school options)</li> </ul>
9.	<p>To be responsible for decision making under Part 2 of the SEND regulations (2014) by agreement with the SEN Service Manager</p>
10.	<p>To keep in touch with the ongoing production of guidance from the DFE and established DFE partners (for example the Council for Disabled Children), updating team members and discussing with the SEN Service Manager any need for school /setting briefings</p>
11.	<p>To work closely with other Team Managers to monitor volumes, trends, timeliness, ensuring the delivery of a schedule of reports and ad hoc reports as needed relating to service delivery, quality assurance processes and statutory returns.</p>
12.	<p>To ensure rigour in triggering annual reviews and monitoring their completion</p>
13.	<p>To develop and sustain a parent / young person-centred approach to casework management, improving the experience of young people of the LA's role in the assessment and planning for their education.</p>
<b>CORPORATE RESPONSIBILITIES</b>	
14.	<p>Actively contribute to the council's priorities and outcomes in a way that promotes a 'one organisation' approach.</p>
15.	<p>Develop and maintain positive relationships with colleagues, stakeholders and communities to ensure the council and the directorate strategic priorities are effectively implemented.</p>
16.	<p>Promote equality among all staff and ensure that services are delivered in a non-discriminatory way, that is inclusive of all disadvantaged groups.</p>

17.	Support organisational change and learning, following and implementing appropriate systems of self-development, communication and engagement, quality measures, monitoring and review in delivering the functions of the role.
18.	Promote sustainability, including encouraging a culture of innovation and accountability amongst all council staff.
19.	To deputise for the SEN Service Manager as required, including: <ul style="list-style-type: none"> <li>• SEND Panel on a regular and defined basis</li> <li>• Liaison with the Parent Carer Forum and Parents' Advice Centre</li> <li>• Liaison with other Council and NHS managers</li> </ul>
<b>PEOPLE</b>	
20.	To have responsibility for the management of designated cases, where leadership skill and experience is required. Including meeting with parents to resolve complex cases, mindful of the confidential and sensitive issues involved
21.	To engage professionals from other services and agencies in processes to moderate and inform decisions.
<b>SERVICE</b>	To ensure the performance of the SEND teams meets statutory requirements and performance targets.

#### **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 all staff in the team 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 commensurate with the grade of the post.

### **SPECIAL TERMS AND CONSIDERATIONS**

Ability to work outside normal office hours to attend evening meetings.

Ability to travel to different locations within and outside the borough.

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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
<b>Knowledge</b>	<ol style="list-style-type: none"> <li>1. Administrative/office procedure</li> <li>2. An extensive knowledge of the Children and Families Act 2014 and the associated SEND Code of Practice'</li> <li>3. An up-to-date understanding of proposed changes in developments in special needs</li> <li>4. High level of verbal and written communication skills</li> <li>5. Budget monitoring and management</li> <li>6. Impact of placement decisions on High Needs Funding</li> </ol>	E E E E E E	A/I A/I A/I A/I A/I A/I
<b>Qualifications &amp; Experience</b>	<ol style="list-style-type: none"> <li>7. Experience of managing a range of administrative functions and systems in a multi-disciplinary environment</li> <li>8. Work with members of the public in a customer service role</li> <li>9. Experience of managing, mentoring and developing staff</li> </ol>	E E E	A/I A/I A/I

## Job Description Template

	in a complex and challenging environment		
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<b>Living the TOWER Values sets out the essential behaviours required of all staff.</b>		<b>They are aligned to the organisation's five TOWER Values</b>	
We work <b>TOGETHER</b> across boundaries and with partners to achieve the best outcomes for Tower Hamlets	Takes action to improve team culture and improves relationships across the council and with partners to achieve the best outcomes.	E	A/I
We are <b>OPEN</b> and transparent	Facilitates the change required for the team and others to be connected to on-going service requirements.	E	A/I
We are <b>WILLING</b> to challenge, innovate and be accountable	Takes accountability for delivering clear goals and targets, whilst setting high standards, for self and others.	E	A/I
We empower each other to be <b>EXCELLENT</b> and go the extra mile	Gives others the space to take positive risks, whilst being on-hand to provide support and guidance.	E	A/I
We <b>RESPECT</b> all communities; they are the heart of everything we do	Makes changes in the team to improve customer service and to improve customer satisfaction.	E	A/I
<b>Additional Requirements</b>	To comply with the requirement to carry out a DBS check on this role.	E	A/T

### Notes:

## Job Description Template

Managing 1 senior caseworker and caseworkers only

Strategic responsibility for 1 area of the statutory process (not all processes)