

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Children's Services

Job Ref Number: 04399

Service Area: Inclusion

Grade: G13 (click [here](#) for value)

Job Title: Team Manager - Inclusion – SEND Reform Transformation

PURPOSE OF JOB:

To lead, manager and monitor the delivery of the SEND Reform Programme. Provide senior leadership and oversight, ensuring strong alignment between statutory special educational need and disabilities (SEND) functions, inclusion priorities, and wider system SEND reform and transformation.

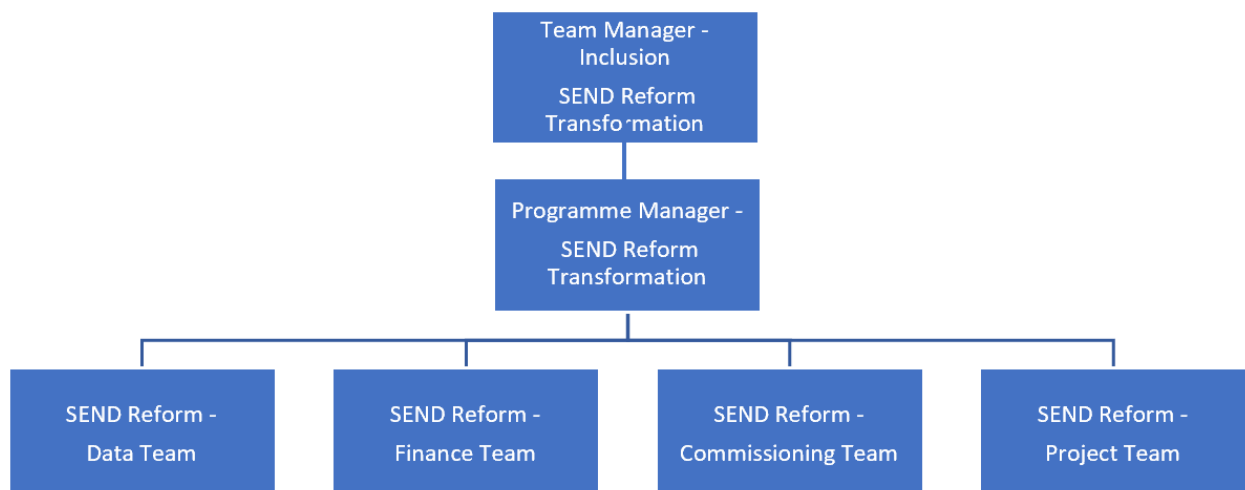
Accountable for the direction, delivery, and performance of the team (comprising staff from a range of disciplines), including assessment, provision and management of risk and ensuring the delivery of the service in compliance with statutory responsibilities and performance indicators and targets.

To take a strategic lead role for a service area/s to strengthen the quality of early intervention and the graduated approach so that pupils are able to flourish in their mainstream community schools wherever possible, avoiding the need for specialist or alternative placements. Monitoring the delivery of the specific service, responsible for the overall direction, delivery, management of risk and performance of the specific service and ensuring all statutory and performance requirements are met.

To ensure high quality provision and ambitious outcomes for children and young people with additional needs.

In addition, the post is responsible for setting and monitoring the strategy and direction in the mid-term within service specific parameters; ensuring overall effective joint working and partnerships with children, young people, their families, associated professionals from education, health and social care and the third sector.

TEAM STRUCTURE:



| MAIN DUTIES: | |
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| 1. | Ensure the delivery of the SEND Reform Programme, in accordance with legislative requirements, all relevant policies and procedures and agreed performance targets. |
| 2. | Take a strategic lead role for a specific service area/s within the Inclusion Service ensuring delivery of the service in accordance with legislative requirements, all relevant policies and procedures and agreed performance targets. |
| 3. | Responsible for monitoring and evaluating important policy, service practice and provision, for your service area and as part of matrix management arrangements across the whole County. |
| 4. | Engage and interact with stakeholders across education, health, care, parent/carers, cyp, and the voluntary sector to lead on challenge, support, and advice in order to deliver the SEND Reform Programme and raise the quality of effective inclusive practice to meet the needs of cyp in Lincolnshire. Offer support and advice to maximise the use of services or strategies available to maximise levels of inclusive practice. |
| 5. | Implement quality assurance systems, including the monitoring and review of both locality and strategic lead services provided and ensure these comply with the Council's Business and Organisational Strategy, the Directorate's service plan and statutory requirements. |
| 6. | Identify requirements and opportunities for improvement and change in services. |
| 7. | Lead a team of staff, including recruitment, induction, training and personal development, absence management, retention, grievance /discipline/ capability, succession planning and workforce planning. |
| 8. | Co-ordinate and/or provide professional supervision for staff irrespective of the disciplines of the staff concerned. |
| 9. | By way of audit and other quality assurance methods identify and advise the Directorate of any issues/findings that require attention, change or modification to ensure the continued effective delivery of safe and robust services to children and families. |
| 10. | Oversee the allocation of workload to agreed service priorities; monitor case files, computerised records and deal with workload management issues as they arise, ensuring efficient and effective systems and performance to ensure workflow and case demands are met. |
| 11. | Ensure all staff work to safeguard children and promote their welfare and are aware of and work to LSCP expectations. |
| 12. | Be responsible for delegated budgets and ensure they are used in accordance with financial regulations. |
| 13. | Deputise for the Head of Service as required and undertake other duties to secure the continuance of service delivery within Lincolnshire County Council. |
| 14. | Lead, manage and negotiate contracts and agreements with, and provide advice and support to, internal and external providers of services. |
| 15. | Develop, co-ordinate and support project management groups, contract compliance groups and other associated advisory and management groups. |

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| 16. | Be responsible for the provision, delivery, management of the services and allocation of resources decisions ensuring these are appropriate for need and within prescribed standards of good practice, as delegated by the Head of Service. |
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PERSON SPECIFICATION:

| Requirements | Where identified* | Essential | Desirable |
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| A Children Service's qualification at graduate/post graduate level such as a teaching qualification/social care qualification/health qualification. | A | ✓ | |
| Extensive post qualification experience in a relevant children's education, health or social care setting with specialist and high level professional knowledge and skills in children's services and communicating with service users and service partners. | A / I / P | ✓ | |
| Significant experience of working with children, young people and families with complex needs. | A / I / P | ✓ | |
| In-depth and up to date knowledge of external issues, relevant legislation, statutory frameworks, and best practice acquired through post qualification training/award, or equivalent expertise and experience in relevant field. | A / I / P | ✓ | |
| Management skills enabling, directing and supervising a large diverse staff group to ensure service user's needs are met effectively and efficiently against agreed targets and timescales. | A / I | ✓ | |
| Excellent interpersonal skills and the ability to collaborate, persuade, negotiate and influence at a senior level with internal and external partners and stakeholders, co-producing where required. | A / I / P | ✓ | |
| Ability to support and challenge partners to ensure vulnerable children are well supported. | A / I / P | ✓ | |
| Knowledge of LCC's policy, procedures and provisions. | A | | ✓ |
| Financial and resource management, with the ability to work effectively within tight constraint and finite budgets. | A / I | ✓ | |
| Excellent written and oral communication skills; with the ability to write and present complex reports and papers. | A / I | ✓ | |

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| A high level of organisational skills and the ability to prioritise demand. | A / I | ✓ | |
| Well-developed IT skills with the ability and knowledge to use Microsoft Office including spreadsheets effectively | A | | ✓ |
| Ability to effectively chair and manage meetings. | A / I | ✓ | |
| Clear understanding of Lincolnshire County Council safeguarding policies and procedures. | A / I | | ✓ |
| A clear understanding of application of diversity and equality within the work setting and at the point of service delivery. | A | | ✓ |

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.