

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Children's Services

Job Ref Number: 04416

Service Area: Education - SEND

Grade: 13

Job Title: SEND Team Manager

PURPOSE OF JOB:

To provide strong operational and strategic leadership for all statutory SEND functions relating to Education, Health and Care (EHC) needs assessments, EHC planning, reviews, disagreement resolution and placement commissioning, ensuring full compliance with the Children and Families Act 2014 and local authority policies.

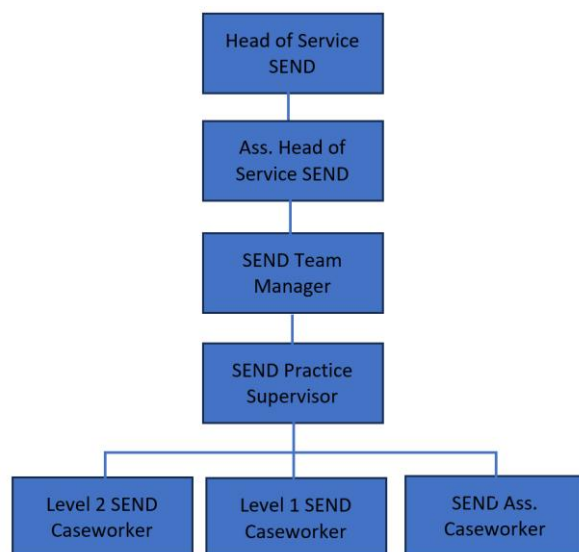
The postholder will lead and manage a multi-disciplinary SEND team, holding accountability for service performance, quality of practice, risk management and delivery of statutory duties, ensuring high-quality, child-centred outcomes for children and young people aged 0–25.

Working across education, health, social care and wider partners, the role will ensure a coordinated and inclusive approach, embedding co-production and the voice of children, young people and families throughout the EHC pathway.

The postholder will oversee placement planning and commissioning across mainstream, specialist, non-maintained and independent provision, ensuring effective use of resources. This includes responsibility for monitoring High Needs Block spend, ensuring strong financial oversight, value for money and alignment between provision and assessed need.

The role will also contribute to the strategic development of SEND services, including the delivery of SEND reform, and will lead the development of local business plans within a defined geographical area that support the wider SEND strategy and direction of travel.

STRUCTURE CHART:



MAIN DUTIES:

1	Ensure the effective delivery of statutory SEND functions in accordance with legislative requirements, including EHC needs assessments, plans and reviews, with rigorous performance monitoring against agreed timescales and targets.
2	Ensure children and young people's needs are accurately assessed, provision is secured and delivered in line with identified need, and operational risks are identified, managed and mitigated.
3	Chair and lead the Local Authority EHC week 6 and 16 decision making and commissioning panels (or equivalent), ensuring robust, transparent and evidence-based decision-making regarding statutory assessments and EHC plans.
4	Ensure children, young people and families are fully engaged and able to participate in assessment, planning and review processes, embedding co-production across the EHC pathway.
5	Lead continuous improvement and quality assurance across statutory SEND functions, implementing corrective action where performance is below local or national expectations.
6	Contribute to the development and implementation of the Council's and Children's Services' values, vision, policies and strategies, advising senior leaders on service, policy and workforce development to improve outcomes.
7	Lead, coordinate and provide professional supervision to a multi-disciplinary team, ensuring effective recruitment, performance management, workforce development and succession planning.
8	Take a lead role in delivering key elements of the SEND Strategy, working with senior leaders to ensure alignment with wider organisational priorities and SEND reform.
9	Manage delegated budgets and resources effectively, ensuring value for money, and monitor High Needs Block spend, to support financial sustainability and effective resource allocation.
10	Be accountable for the provision, delivery and management of SEND services within a defined geographical area, ensuring services are responsive to need and delivered in line with good practice.

11	Monitor and manage High Needs Block spend, supporting forecasting, cost control and financial sustainability.
12	Work collaboratively with partners across education, health, social care and the voluntary sector to improve inclusion and reduce reliance on specialist provision where appropriate.
13	Ensure co-production is embedded across the EHC pathway and service design.
14	Maintain up-to-date knowledge of local and national SEND developments, legislation and reform, ensuring this informs service delivery and practice.
15	Represent Children's Services at internal and external meetings, boards and panels, preparing and presenting reports as required.
16	Contribute to and participate in Directorate and multi-agency working groups to improve processes, efficiency and outcomes for children and young people with SEND.
17	Monitor and evaluate service performance, policies and practice across both the defined geographical area and wider service delivery through matrix management arrangements.
18	Establish and maintain effective systems and processes to meet the needs of families, schools and local communities, ensuring responsive and accessible service delivery.
19	Ensure staff contribute effectively to the statutory duties of the Local Authority, including assessment, planning and review processes, and the monitoring of outcomes.
20	Contribute to sufficiency planning and commissioning strategies to meet current and future demand, ensuring fair, transparent and consistent decision-making in relation to placement funding and provision.
21	To ensure the induction and ongoing CPD in-line with statutory regulations of the health profession council requirements.
22	Take a strategic lead in coordinating responses for children and young people with the most complex needs, ensuring effective multi-agency planning and support arrangements
23	To undertake research and development as required by Heads of Service, Assistant Directors and the Director of Children's Services.
24	Such other duties as may be determined from time to time within the general scope of the post. Duties outside the general scope of the post will be required only with the agreement of the post holder.

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
A Children's Service qualification at graduate/post graduate level such as a teaching qualification / social care qualification/health qualification and/or significant working experience in a managerial role within SEND	A	E	
Evidence of continuing professional Development	A	E	

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	E	
Significant experience of working with children, young people and families with complex needs.	A	E	
In-depth knowledge of theory and practice of Children with Disability and Special Educational Needs and/or Disability assessments, planning and Provision.	A, I		D
In-depth knowledge of relevant legislation, statutory frameworks, acquired through professional qualifications plus post qualification training/award or equivalent expertise and experience in relevant field.	A, I		D
Detailed knowledge of policies and practices relating to Children with Disabilities and Special Educational Needs.	A, I		D
Experience of effective strategic planning, developing, leading and implementing new ways of working in order to bring out improvements to practice and delivering new initiatives to timescale	A, I	E	
Experience of using data systems to track and monitor service delivery	A, I	E	
Management skills enabling, directing and supervising a large diverse staff group both within a locality and across a geographical spread, to ensure service users' needs are met effectively and efficiently against agreed targets and timescales.	A, I	E	
Financial and resource management, with the ability to work effectively within tight constraints and finite budgets.	A, I	E	
A discreet knowledge of the legislative framework governing service and team activity.	A, I		D
Excellent interpersonal skills, with the ability to build and maintain partnerships with a range of stakeholders.	A, I	E	
Organisational skills and ability to prioritise.	A, I	E	

Excellent written and oral communication skills; with the ability to write and present complex reports and papers.	A	E	
Developed negotiation, persuasion and mediation, familiarisation with basic IT skills to undertake identified daily tasks and budget management. A clear understanding of application of diversity and equality within the work setting and at the point of service deliver	A, I	E	

*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 Behaviors, 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.