

<b>JOB DESCRIPTION &amp; PERSON SPECIFICATION</b>	
<b>Director Area: Children’s Services</b>	<b>Job Ref Number: 5003</b>
<b>Service Area: SEND</b>	<b>Grade: G11</b>
<b>Job Title: Locality SEND Practice Supervisor</b>	
<b>PURPOSE OF JOB:</b>	
<p>To oversee and manage a locality SEND (Special Educational Needs and Disability) team to be responsible for the standards and delivery of the statutory assessment of children and young people (0–25 years old) who may require special education, health and care provision. Ensuring that the Directorate’s statutory SEND responsibilities and duties are delivered.</p> <p>To lead on the development of SEND in Lincolnshire. Ensure the effective joint working, participation and liaison with the child or young person, their family, and associated professionals from education, health, social care and the third sector, to ensure improved outcomes for the child and their family that are measurable and monitored, enabling the child to achieve and reach their aspirations.</p> <p>Contribute to the direction and development of the SEND strategy and planning, taking into account local and national policy and initiatives.</p>	
<b>TEAM STRUCTURE:</b>	
<pre> graph TD     A[SEND Team Manager] --&gt; B[SEND Practice Supervisor]     A --&gt; C[SEND Practice Supervisor]     A --&gt; D[SEND Practice Supervisor]             </pre>	
<b>MAIN DUTIES:</b>	
1	Oversee and manage the statutory education, health and care plan, assessment process, provision and review for 0-25 year old children and young people with SEND under the Education Act 1996, Children and Family Act 2014, SEN Code of Practice 2014 and Equality Act 2010
2	Oversee and ensure that children, young people and families are fully included in the EHC assessment process from the start, ensuring information, advice and support is given to enable participation in discussions and decisions about their plan and provision.

3	Oversee and manage the development of a partnership approach with the child or young person, their family, and associated professionals from education, health, social care and the third sector to ensure the accurate, co-ordinated and timely identification, assessment and review of the child's need.
4	Responsible for the quality and accuracy of statutory SEND documents and be the authorised officer to sign these.
5	Take responsibility for delegated budgets and ensure this is used effectively and efficiently, within the principles of value for money.
6	Line manager including the regular supervision and appraisals of a Locality SEND team with direct supervision for SEND Caseworkers.
7	To effectively manage and oversee the allocation of new work. Monitor the performance of the team and ensure their compliance with performance targets relating to: the statutory EHC assessment process, effective use of own time, and partnership working with the child, family and professional agencies.
8	Manage and monitor the impact and quality of special education, health and care assessments, plans and provisions, which include the preparation for adulthood where required, for 0-25 years old children and young people.
9	Responsibility for taking decisions, in consultation with the child, family and professional agencies, and determining the provision of service and commissioning process including the allocation of resources such as specialist transport, support placements and Independent Non-Maintained School Placements, with the Team Manager, Head of Service and Assistant Director as required.
10	Analyse and provide professional input into a range of complex assessment and provision issues; supporting and advising SEND Caseworkers with resolving specific areas of casework which are most complex and sensitive in nature.
11	Develop and champion SEND in the locality and provide a vital link for school settings and partner agencies in the locality, providing advice and practical guidance to schools, other Locality SEND Practice Supervisors and professional agencies on the development and review of SEND policies.
12	Contribute to the monitoring of children and young people's progress in partnership with professional agencies ensuring outcomes are met and monitor the impact of school's special arrangements on the progress of children with SEND and make recommendations to school improvement officers.
13	Develop and maintain strong links with school improvement services and other educational, health and care services within the local authority and out of county resources used by the local authority; gaining a developed understanding of the demands and issues within a locality.
14	Respond to complaints from parents and carers and represent the Local Authority at SEND tribunals, appeals and other resolution meetings, including the preparation and presentation of the Authority's case, ensuring this is compliant with regulation and providing support to SEND Caseworkers when required to attend.
15	Oversee appropriate information and support systems relating to statutory assessment procedures.
16	Attend local and regional groups and advise the local authority on innovations and policy change in the area of SEND.
17	Take a lead specialist role in an area of special needs development: Early Years; Primary School; Secondary School; College and post 16. In order to provide advice and assist staff and the leadership team in the area of practice.

#### PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
A full professional qualification with extensive relevant post qualification	A	X	

experience. Or the knowledge and skills acquired from a degree at graduate/post graduate level, teaching qualification or equivalent, and extensive post-qualification experience in a relevant children's service environment.			
Significant experience of working with families, children and young people with complex SEN needs.	A	X	
Detailed knowledge and application of SEND legislation and legislative frameworks that governs children's services.	A	X	
Ability to analyse complex information from a range of sources and apply knowledge in practice to make effective decisions in relation to legislation and practice relating to SEND statutory provisions.	A	X	
Detailed knowledge of LCC's policy and practice relating to SEND assessment, provision, and financing.	A		X
Excellent interpersonal skills and the ability to create and maintain partner relationships with children, families and professionals through a multi- agency approach.	A	X	
Experience of managing and directing a diverse group who are largely community based to ensure service user needs are met effectively and efficiently against agreed targets and timescales.	A	X	
Significant experience of working with families, children and young people with complex SEN needs.	A	X	
Demonstrates a high level of organisational skills and the ability to prioritise high demand.	A	X	
Developed IT and systems skills and knowledge with the ability to increase these skills.	A	X	
Ability to effectively chair and manage meetings.	A		X
Represent and present the council, including at tribunals and resolution meetings.	A		X
Developed negotiation and mediation skills.	A	X	
Excellent written and oral communication skills, with the ability to effectively write and present a variety	A	X	

of papers and report for multiple audiences.			
To demonstrate the ability to manage budgets with tight constraints	A		X
Knowledge of schools' organisation, management and systems to ensure credibility within schools.	A	X	

\*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.