

JOB DESCRIPTION & PERSON SPECIFICATION						
Director Area: Children's Services	Job Ref Number: 5003					
Service Area: SEND	Grade: G11					
Job Title: Locality SEND Practice Supervisor						
PURPOSE OF JOB:						
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.						
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.						
Contribute to the direction and development of the SEND strategy and planning, taking into account local and national policy and initiatives.						
TEAM STRUCTURE:						
SEND Team Manager SEND Practice Supervisor Supervisor	ce SEND Practice					
MAIN DUTIES:						
1 Oversee and manage the statutory education, health a and review for 0-25 year old children and young peop Children and Family Act 2014, SEN Code of Practice 20	le with SEND under the Education Act 1996,					
2 Oversee and ensure that children, young people and f						
assessment process from the start, ensuring informati participation in discussions and decisions about their p						

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3	Oversee and manage the development of a partnership approach with the child or young persor their family, and associated professionals from education, health, social care and the third secto				
	to ensure the accurate, co-ordinated child's need.	l and timely identification, ass	essment and rev	view of the	
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 manage including the regular supervision and appraisals of a Locality SEND team with direct supervision for SEND Caseworkers.				
7	To effectively manage and oversee the team and ensure their compliance w assessment process, effective use of and professional agencies.	ith performance targets relat	ing to: the statut	tory EHC	
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 SENDtribunals, appeals and other resolution meetings, including the preparation and presentation ofthe Authority's case, ensuring this is compliant with regulation and providing support to SENDCaseworkers when required to attend.				
15	Oversee appropriate information and procedures.	d support systems relating to	statutory assess	ment	
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.				
PERS	SON SPECIFICATION				
Rec	quirements	Where identified*	Essential	Desirable	
	ull professional qualification with	A	X		

extensive relevant post qualification

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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	A	Х	
people with complex SEN needs.			
Detailed knowledge and application of			
SEND legislation and legislative		V	
frameworks that governs children's	A	х	
services.			
Ability to analyse complex information			
from a range of sources and apply			
knowledge in practice to make effective			
decisions in relation to legislation	A	Х	
and practice relating to SEND statutory			
provisions.			
Detailed knowledge of LCC's policy and			
practice relating to SEND assessment,	А		х
provision, and financing.			
Excellent interpersonal skills and the			
ability to create and maintain			
partner relationships with children,	А	х	
families and professionals through a		~	
multi- agency approach.			
Experience of managing and directing a			
diverse group who are largely			
community based to ensure service	А	Х	
user needs are met effectively and			
efficiently against agreed targets and			
timescales.			
Significant experience of working with			
families, children and young	A	Х	
people with complex SEN needs.			
Demonstrates a high level of			
organisational skills and the ability to	A	Х	
prioritise high demand.			
Developed IT and systems skills and			
knowledge with the ability to	A	Х	
increase these skills.			
Ability to effectively chair and manage	A		х
meetings.	<u>^</u>		^
Represent and present the council,			
including at tribunals and resolution	A		Х
meetings.			
Developed negotiation and mediation	<u>^</u>	V	
skills.	A	Х	
Excellent written and oral			
communication skills, with the ability to	А	х	
effectively write and present a variety			
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of papers and report for multiple audiences.			
To demonstrate the ability to manage budgets with tight constraints	А		х
Knowledge of schools' organisation, management and systems to ensure credibility within schools.	А	х	
*A = Application form T = Test/Assessmen	nt I = Interview P = Present	ation	

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.