

Job Description

Job Title	Section 19 Manager (Alternative Provision)
Directorate	Children and Young People
Service Area	Education
Grade	9
Competency Level	2
Salary	£48,474 - £53,577
Job Type	Hybrid
Location	Parklands Customer Focus Centre / Cunard Building
Disclosure and barring service (DBS)	Enhanced DBS
Job Evaluation Ref No	

Job Purpose

To take lead responsibility in shaping and overseeing the local authority's Section 19 duty under the Education Act. In this role, they will be responsible for arranging suitable education for children who, due to exclusion, illness, or other reasons, would not have access to appropriate educational opportunities.

Directly Responsible For:

2 Business Support Officers and 2 Inclusion Officers.

Directly Responsible To:

Head of Statutory Services: SEND and Alternative Provision

Main Areas of Responsibility:

- Apply expert knowledge to create and maintain robust policies and procedures that enable access to education for children covered under Section 19 of the Education Act.
- Build and nurture partnerships with education, health and social care professionals to create a cohesive network focused on the educational well-being of every child.
- Ensure comprehensive oversight of Section 19 provision by establishing robust monitoring and evaluation mechanism, including a cycle of meetings with providers.
- Facilitate training sessions, workshops and effective communication channels for school staff and other professionals to enhance their awareness and understanding of Section 19 duties and best practices.
- To offer support and challenge to schools in relation to ensuring the provision of suitable, full time education for children and young people of statutory schools age.
- Represent the local authority in relevant forums and committees.
- Develop effective and creative solutions to ensure the local authority delivers its statutory functions for children who, due to exclusion, illness, or other reasons, would not have access to appropriate educational opportunities.
- Develop regional and national links to identify best practice and create systems and policy to benefit children.

- Support the work of the Director of Education and Head of Service in developing the strategic direction.
- Provide reports on Section 19 education initiatives to the Director of Education, Head of Service, and relevant governance groups for informed decision-making and transparency
- To take a strategic lead in the analysis and planning of placement requirements, working closely with Commissioning.
- Ensure that all case work records are kept in line with service expectations and agreed operational policy, practice and procedures for effective audit and service efficiency.
- To ensure that the statutory timescales prescribed by legislation are adhered to and performance against these requirements is rigorously monitored.
- Foster positive relationships and feedback mechanisms with parents, including the local parent carer forum.
- Engage in continuous professional development to stay abreast of evolving educational policies, best practices, and advancements in the field, applying new knowledge to enhance Section 19 provisions.
- Manage and oversee the complaint handling process related to Section 19 educational provision.
- Manage and respond to legal challenges, collaborating with legal counsel when necessary.
- Arrange representation at reinstatement meetings and review meetings, in relation to exclusions.
- Any other duties as required that are commensurate with the post.

Supervision and Management Responsibility:

- Ensuring activities are planned to include meaningful one to one conversations, quality annual appraisals and regular workforce planning and development.

- Manages performance and behavioural issues effectively.

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact.
- Monitor financial performance and deliver within budget.
- Monitor financial performance, deliver within budget and seek savings and efficiencies by exploring opportunities to draw funding where appropriate.
- Set, monitor, and remain within budget whilst challenging the team to deliver increased efficiencies.
- Explores different options for funding and income generation.
- Include details of the value of budget/financial responsibility and what this budget should be use for.

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities.

Physical Demands of the Job:

- Sitting for long periods of time in office.

Corporate Responsibility:

- Contribute to the delivery of the Council Plan.
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement.
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance.
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level **2**

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Degree or equivalent level qualification (A)
- Evidence of continuing professional development in a relevant children services discipline, such as education or social care (A)

Desirable

- Teaching qualification
- SENCO qualification

Experience

Essential

- Background in effective leadership, demonstrated through experience in either school or local authority work, with a focus on developing and implementing long term strategies to sustain high performance (A,I)
- Multi-agency working and effective partnership working to support outcomes of children (A,I)
- Proven experience in implementing value-for-money practices, particularly in arranging provision for children and young people (A, I)

Desirable

- Experience of managing and monitoring budgets
- Experience of chairing meetings, including panel meetings
- Experience of including the voice of the child, young person and parent in the development of quality services and in ensuring that individual needs are met

Skills/Abilities

Essential

- Highly developed, solution-focussed communication skills, including the ability to build relationships and manage challenging conversations (A,I)
- Able to write and present reports to senior officers and a variety of stakeholders (A,I)
- Thorough knowledge of relevant legislation and guidance, including: behaviour management, exclusions, fair access protocols, SEND, children missing from education, and attendance (A,I)

Desirable

- Knowledge of data protection
- Mediation and negotiation skills
- Up-to-date knowledge of the of the area SEND inspection framework, particularly aspects relating to alternative provision

Commitment

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

Other

Essential

- This post is subject to a Disclosure and Barring Service (DBS) check at the appropriate level.