

## Job Description

Job Title	SENDSTART Locality Manager
Grade	PO13
Reporting To	SEND Manager
JD Ref	PC0219P

### Purpose

To support the council to meet its statutory duties under part 3 of the Children & Families Act 2014 by overseeing and actively engaging in the development of high quality and timely education, health and care plans (EHCPs).

### Main Duties And Responsibilities

#### **Behavioural:**

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values and leadership behaviours in the role and organisation.

#### **Team Leadership and Management:**

- Provide strong leadership, strengthening engagement, growth, culture, innovation, collaboration and performance.
- Assign responsibilities, setting clear expectations, and deliverables to team members and empower them to excel in their roles.
- Through continuous improvement strengthen the tools, practices and impact of the service.
- Supervise and line manage a locality team consisting of SENDSTART officers and SEND support officers.
- Have responsibility for a thematic area ensuring expertise is shared as and when necessary.
- Hold responsibility for complex cases within the locality as designated by the SEND manager.
- Coordinate the EHC needs assessment process for children and young people (0-25).

#### **Communication, Engagement and Training:**

- Work in partnership with locality schools to develop and maintain positive relationships.
- Work closely with families, schools and a range of service providers, including education, health, social care and voluntary sectors.
- Attend mediation sessions as and when required.
- Provide responses to all communication in line with the council's communication policy.
- Ensure that the parents and CYP are included in the assessment process and their views are accurately recorded.

### **Data Analysis and Decision-Making:**

- Facilitate meaningful reviews of existing EHCPs.

### **Compliance:**

- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.
- Model best practice in accordance with part 3 of the Children and Families Act 2014 and the Special Educational Needs Code of Practice 2015.
- Prepare local authority statements and other relevant documentation required for the Special Educational Needs and Disability Tribunal (SENDIST).
- Represent the Council before the Special Educational Needs and Disability Tribunal (SENDIST).
- Ensure that all service initiatives adhere to relevant legislation, policies and practices.
- Ensure that EHCPs are delivered within statutory timescales and are of high quality.
- Ensure a thorough and robust quality assurance process is in place for EHCPs that results in EHCPs being of a high standard and reflective of the needs of the child or young person (CYP).
- Ensure, through consultation, that suitable provision is identified to meet CYP's needs and accurate recording is kept.
- Ensure that the council complies with the statutory timescales for the completion of statutory assessments/reviews.

### **Other:**

- Prepare draft EHCPs
- Any other duties commensurate with the grade.

## **Role Specific Knowledge, Experience And Skills**

### **Qualifications**

- Educated to degree standard.

### *Desirable*

- Qualified social worker, Teaching and or SENCO qualifications or evidence of professional development in education, teaching and SEND.

### **Knowledge & Skills**

- Detailed knowledge of part 3 Children & Families Act 2014, Special Educational Needs and Disabilities Code of Practice 2015 and subordinate legislation.
- Detailed knowledge of the SENDIST Tribunal procedure.
- Understanding of SEND issues as they affect parents, children, young people and educational settings.
- Good oral and written communication skills.
- Good interpersonal and negotiating skills.



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- Good organisational skills.
- Good IT skills.
- Effective organisational and time management skills.

#### *Desirable*

- Good knowledge and understanding of the local authority's duties around SEND.
- Good knowledge and understanding of parents/children/young people's rights regarding SEND.
- Understanding of the role of other agencies (schools, health and social care) in meeting SEND.

### **Experience**

- Experience of working with CYP with special educational needs and disabilities.
- Experience of leading multiagency meetings.
- Experience of writing person centred plans and preparing reports.
- Experience of communicating using a variety of different methods including the use of non-verbal communication.
- Experience of partnership working.

#### *Desirable*

- Experience of working with a broad range of education, social care and health care professionals.

## **Additional Information**

Ability to work flexibly to meet requirements of the service.

Ability to travel around the borough using public or private transport.

### **NOTE**

**The job role holder may be required to undertake other reasonable duties commensurate with the job role descriptor grade.**

This job role descriptor will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.

Elements of this job role descriptor and changes to it may be amended in light of organisational and service requirements.

### **Health & Safety Considerations:**

- Work with VDUs (Video Display Unit) (>5hrs per week)

**Approved By: Adrian Leach - Head of SEND**

**Date Of Approval: 15.05.2024**



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