

## Job description

<b>Job title:</b>	SEN Provision Lead (Children's)
<b>Proposed Grade:</b>	Grade 11
<b>Job evaluation reference:</b>	ES651
<b>Job family:</b>	Education & Youth

### **Purpose and impact**

The purpose of the role is to provide strategic service, relevant to enhancing the work of the whole directorate. The role is delivered against a clear set of national legislative and statutory frameworks under the Children Act 1989, Crime and Disorder Act 1989, Education Act 1996, School Standards and Framework Act 1998, Crime and Disorder Act 1998 Education Act 2002, Adoption and Children Act 2002, Children Act 2004, Education Act 2005, Education and Inspections Act 2006, Safeguarding Vulnerable Groups Act 2006, Childcare Act 2006, Education and Skills Act 2008, Apprenticeships Skills Children and Learning Act 2009, Academies Act 2010, Children and Families Act 2014, the Care Act 2014, Education and Adoption Act 2016, Children and Social Work Act 2017, and other relevant legislation.

### **Our mission:**

- Children in Dorset thrive, are happy and are the very best that they can be.
- We inspire and enable children, young people and their families to find solutions that enable them to develop sustainable, safe and secure relationships with each other and within their community.
- We listen and act so that the voices of children and families is at the heart of everything we do.
- We work together to collaboratively shape, support and develop communities

### **Our vision is that we want to**

- Shift our efforts to early help
- Get it right first time
- Work to meet need, rather than manage threshold
- Co-produce services with families

### **Our values are**

- Collaborative – we want to work with citizens and communities, not do things for or to them
- Strength based – we work with people, not problems
- Restorative – we want to stop harm and repair relationships

We want to fundamentally change our model of service delivery to one which has the following design principles

- our services will be rooted in place and delivered by multi-professional teams

- our approach to citizens will be strength based and restorative
- we will proactively provide early help, rather than reactively make a late intervention
- we will measure our success on how we have made life better for children and young people
- we will always learn and strive to improve so we can deliver better outcomes for children and young people
- we will be digital by default and deliver services only where we are required by law, and where we can do this more effectively and more efficiently than anyone else

This job description comprises generic core duties applicable to all designated team manager or specialist roles at this level within Dorset Council.

The duties allocated may be changed from time to time to reflect the changing needs of council.

This position will be responsible for working a lead role in a team that delivers services for children and families within an operational locality or within the central team.

The post-holder will contribute to the development of strong partnerships with schools, Police, NHS, voluntary and community sector and other local stakeholders to develop a place-based approach to promote the safety, well-being and achievement of children and young people in their locality.

## **Responsibilities**

- To work with other professionals in the team to ensure the production of high quality EHCPs for children.
- To ensure that all reviews of EHCPs are attended by an appropriate professional
- To liaise with team members in localities to ensure the requests for EHCP assessments are processed in a timely fashion
- Provide external agencies with a contact point in relation to EHCP queries.
- Work with parents and young people on the provision of EHCP
- Identify implications and resource requirements for EHCPs which will impact of wider parts of the council, eg SEN travel, and communicate this to the appropriate Brokerage team
- Maintain meticulous high quality electronic records of contact and case management for the EHCP process.
- Work with the SEND lead in the team and other professionals including Education Psychologists to ensure that complex cases are managed well.
- Place quality outcomes for children at the top of the priority list.
- To be accountable for their work within the team and support the whole team in the delivery of a consistent service in accordance with Dorset Council's policies and procedures within the range of agreed delegated duties.
- To lead on the development of appropriate business strategies and special projects to support the work of the designated role in discussion and collaboration with others performing similar roles.
- To represent the team area at internal and external groups and be responsible for the outcome of relationships with a wide range of contacts to ensure the quality and effectiveness of the service being provided.
- To provide expertise, develop and promote appropriate tools and techniques.
- Where the post is based within the Children's Services Directorate, responsibility for promoting and safeguarding the welfare of children and young people.
- Any other lesser or comparable duties as required

The following additional responsibilities will be undertaken by staff on G11:

- Chair panels in relation to statutory SEN processes including the locality SEN Panel and complex case meetings as necessary
- Contribute to the training of staff in the SEN Team
- Manage and respond to complaints and compliments from parents and schools and oversee the handling of specific requests for disagreement resolution and for appeals to the SEND Tribunal in liaison with Legal Services, and represent the local authority at hearings as appropriate

NB: The duties and responsibilities of this post are not restrictive and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

#### **Supervision and management**

- Reporting to a Team Manager – Education & Early Help
- No management responsibility

#### **Other factors**

- Undertake the management and strategic development of a designated function providing services within a defined discipline/area of work
- Manage improvement in the service area defined.

#### **Our behaviours**

Dorset Council has developed and embedded a set of behaviours that will form part of everything you do and you will need to be able to demonstrate them through the way you work, regardless of your role or grade within the organisation.

Full details can be found on the job website under '[Working for Dorset Council](#)'.

## Person specification

Applicants will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. You will be assessed in some or all of the specific areas over the course of the selection process.

### Essential

Essential criteria are the minimum requirement for the above post.

<b>Qualifications/ training/registrations</b>
Required by law, and/or essential to the performance of the role
1. Vocational qualification or other qualifications or relevant degree
<b>Experience</b>
2. Significant demonstrable experience in a relevant business development and/or support role.
3. Proven experience of managing external relationships with wider partners and having a significant positive impact
4. Proven experience of financial/budget management
Proven experience of customer care
Previous experience of working in a large organisation or local authority
<b>Skills, abilities &amp; knowledge</b>
5. Expert knowledge of practices and procedures including financial and , resources management, people management and other functions relevant to the field of work
6. Extensive knowledge and understanding of project management
7. Detailed knowledge of IT systems and their application within a large organisation
8. Detailed knowledge of policy, legislation and strategic development relevant to the field of work.
9. Good understanding of the work of local authorities
10. Knowledge of best practice in relation to customer care
11. Ability to manage, motivate and co-ordinate the work load of a team or teams
12. Ability to develop and/or contribute to appropriate strategic policies and special projects
13. Effective management skills
14. Ability to build and sustain good working relationships with people at all levels both internal & external
15. Ability to collect, analyse and report on complex statistical and management information
16. Excellent oral and written communication and presentation skills
17. Ability to apply confidentiality to all information handled
18. Customer care skills
19. Ability to build up a good knowledge of policy, legislation and developments in the field of work relevant to the function

<b>Behaviours</b>
20. <a href="#">Responsibility</a>
21. <a href="#">Respect</a>
22. <a href="#">Recognition</a>
23. <a href="#">One Team: Collaboration</a>
<b>Other</b>
24. To be flexible with an adaptable approach to work and conflicting demands and deadlines
25. Provide a supportive working environment to colleagues
26. To undertake training as required
27. Able to fulfil the travel requirements of the post

## Desirable

Desirable criteria will be used in the event of a large number of applicants meeting the minimum essential requirements.

<b>Qualifications/ training/registrations</b>
28. Professional qualification at a higher level
29. Management or leadership qualification at a higher level for G11 post. Post qualification professional training or award.
<b>Experience</b>
30. Previous experience of delivering training
31. Previous marketing experience for a traded service
<b>Skills, abilities &amp; knowledge</b>
32. Knowledge of health and safety legislation

<b>Approval</b>			
Manager		Date	

