

WANDSWORTH BOROUGH COUNCIL

Post:	Head of Special Needs, Disability and Psychology Services	Post No.	EF100
Department:	Education and Social Services	Grade:	PO8
Division:	Education, Performance and Planning	Service:	Special Needs, Disability and Psychology
Reports to:	Assistant Director Education, Performance and Planning		

JOB DESCRIPTION

Key Responsibilities:

1. Responsible to the Assistant Director, Education, Performance and Planning for:
 - a. All aspects of the statutory assessment of Special Educational Needs (SEN);
 - b. Special Services planning, policy development and implementation in relation to specialist educational provision and short breaks;
 - c. Schools and Community Psychology Service; and
 - d. Disabled Children's Social Care services (Disabled Children's Social Work Team (DCT), Residential Services and Wandsworth Family Link Scheme)
2. Immediate line management of
 - a. Head of Special Needs Assessment (PO7);
 - b. Head of Special Services Planning (PO7)
 - c. Principal EP (PO7)
 - d. DCT Team Manager (PO6)
 - e. Residential service manager (PO6)
 - f. PA and Business Support Manager
3. Leadership of the SEN, Disability and Inclusion strategy and the Council's response to children and young people with mental health needs
4. Ensures the effective management and control of Service budget (£11m) and those relating to educational placements and resources to support children with SEN in schools (£13m).
5. Responsible Individual for Oakdene / Chestnut

Specific Duties:

1. Maintains a strategic overview of the SEN, Disability and Psychology Services to ensure excellent performance is maintained and identifies and analyses changes and trends in numbers / needs.
2. Becomes involved as necessary to assist resolution of potential court cases or SEN Tribunals, matters referred to the Local Government Ombudsman and correspondence with MPs, members, parents and schools, on complex cases.
3. On the basis of reviews of monthly and annual service information, proposes service developments to better meet the changing profile of children with SEN / disability / mental health needs, (for example, the increasing diagnosis of autistic spectrum disorder (ASD)), to make best use of the Council's revenue and capital investment.
4. Undertakes reviews of SEN / disability / psychology provision, leading groups with officer, school, parent and other partner representatives as appropriate and undertakes development work with the range of relevant partners in response to changing legislation and local factors. Develops the necessary action plans and implementation groups to put into practice the SEN, Disability and Inclusion Policy and collaborates with appropriate colleagues on the Mental Health Strategy.
5. Formulates proposals for service changes and developments, along with budget implications and implementation plans and negotiates these with the Department's Senior Management Team and Senior Councillors, prior to leading them through the Committee process. Oversees detailed implementation plans and works with the necessary partners to ensure service changes take place within budget and timescale.
6. Ensures that the social care services for children with disabilities effectively safeguard and support children in need / subject to child protection plans / looked after by the Council in line with the required service standards adopted across Children's Specialist Services / Intervention and Prevention Divisions.
7. Ensures that the Residential Services and Wandsworth Family Link comply with National Minimum Standards for Children's Homes and Fostering services and acts as Responsible Individual for Oakdene / Chestnut.
8. Builds successful working partnerships with schools to identify their views and concerns on SEN and pupils' additional needs, to work collaboratively with them to seek solutions and to raise awareness and build capacity and confidence in the schools in relation to identifying and meeting pupils' SEN.

9. Liaises closely with the other services in the Department for Education and Social Services, across the Council and in other agencies (Clinical Commissioning Group / NHS Trusts) to ensure relevant strategies are progressed eg developing robust Preparing for Adulthood arrangements and to make best use of available resources eg for paediatric therapies and the School Nursing service.
10. Ensures that the work of the service safeguards and promotes the welfare of children.
11. Assists special schools, to act as resources for mainstream schools. Ensures effective monitoring of schools' identification of, and provision for, children with special needs through school self-evaluation, their use of assessment and effective use of all hard and soft performance information.
12. Maintains an up-to-date knowledge of legislation and case law relating to Special Educational Needs and other relevant areas. Responds on behalf of the LA to Government consultation documents and briefs senior managers and elected members on the implications of proposed legislation.
13. Maintains up to date information, both in paper form and electronically, for schools and parents in relation to the Council's statutory requirements for children with special needs and the Council's action to implement these requirements.
14. Ensures relevant Audit Commission, Council and departmental performance measures are produced and targets met and ensures that all corporate and departmental policy and procedures are implemented across the areas of responsibility, e.g. PRP, staff development and appraisal, implementation of the Code of Practice on Sickness.
15. Produces policy papers and Committee reports on SEN and other relevant topics and attends Committee as required. Represents the Council at public and governors' meetings as required.
16. As a member of the Department's senior management team and a member of the Education, Performance and Planning divisional management team, contributes to the strategic development of a co-ordinated Service, and the undertaking of the Joint Strategic Needs Assessment and the Review of the Children and Young People's Strategic Plan.
17. Contributes to Council-wide responsibilities commensurate with the grade, as may reasonably be required by the Assistant Director.