



Job Description

Post Name	SEN Manager
Department/Section	Learning Services
Grade SCP and salary – subject to Job Evaluation	
Job Purpose	<p>The Additional Learning Needs (ALN) department is responsible for identifying and meeting the needs of the most vulnerable children in the county, delivering support for learning, behaviour and care and social development. The support is delivered by Educational Psychologist, Advisory Teachers, Inclusion Officers, a Behaviour Support Team, School Improvement Officers – working alongside services delivered by Social Services and other agencies.</p> <p>The post holder will coordinate these services and have responsibility in conjunction with his/her line manager for a substantial budget.</p> <p>The post holder will monitor statutory processes and ensure that the LA operates within the strict timescales outlined in the Education Act 1996.</p>
Location	Canolfan Rheidol and off site meetings
Hours of Work	37 Hours
Type of Contract	full time
Length of Contract	<i>Permanent</i>
Immediate Line Managers job title	Head of ALN and inclusion
Supervisory/Managerial responsibilities – if applicable	Managerial responsibility for the ALN Coordinator and SEN support assistant
Duties and	- <i>Coordinate the decision making process for</i>

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responsibilities	<p><i>additional requests and direct centralised support where it is required in order to help reduce the dependency on additional provision within schools.</i></p> <ul style="list-style-type: none"> - <i>Take a lead role in the co-ordination and delivery of SEN statutory processes, ensuring compliance with regulations; strategic application of the regulations in order to secure outcomes compatible with the legal guidance and the LA's performance targets;</i> - <i>Instigate changes to processes to make services more efficient and fit for purpose.</i> - <i>Develop and update written guidance and procedures relating to the delivery and review of specialist support. Ensure schools, officers and partner agencies are aware of the implications of change and provide advice and support when required.</i> - <i>Oversee processes to ensure that the decisions for SEN transport are consistent with the LA policy and represent value for money.</i> - <i>Regulate the agenda for the Resource Panel. Take a lead role and ensure the delivery of the resolutions agreed in the meeting.</i> - <i>Represent the department at the multi agency complex needs forum and work together with partner agencies to ensure consideration of high risk cases.</i> - <i>Monitor the SEN budget (approximately £11m) and report to Head of ALN.</i> - <i>Direct and manage the annual review process and develop strategies to improve consistency and efficiency.</i> - <i>Promote local strategies and policies on inclusion to help improve outcomes for learners while making the most efficient use of resources.</i> - <i>Provide leadership and support for delivery of statutory assessment and provision.</i> - <i>Represent the authority at regional and national networks relating to SEN and disability (eg. SENTW)</i> - <i>Oversee and support in the inter-authority</i>
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	<p><i>recoupment and payment process.</i></p> <p><i>- Manage and respond to any stage 1 complaints with the Complaints Link Officer to resolve any disputes at the earliest opportunity in accordance with the Concerns and Complaints Policy.</i></p> <p><i>Work with the Corporate Complaints Officer and Complaints Link Officer to resolve complaints which are escalated to stage 2. Identify and prepare strategies for complaint handling through liaising with the Complaints Link Officer; Corporate Complaints Officer; Head of ALN; Service Leader and Strategic Director.</i></p> <p><i>When required, assist the Authority's legal department and Strategic Director in preparing written responses for the PSOW on behalf of the Chief Executive.</i></p> <p><i>-</i></p> <p><i>- Deputise as required for the service manager.</i></p>
Accountability	<p><i>Be accountable to the Head of ALN, inclusion and well-being, and Head of Learning Services.</i></p>