

Job title Team Manager – Parent Partnership and Family Information Services

Job ref no RARH6739

No of posts 1

Anticipated Grade Grade 11

Dept/ Service Achievement & Wellbeing

Unit/Section School Planning

JOB DESCRIPTION

JOB PURPOSE

To lead the team in the delivery of high quality services, providing a range of information support and guidance to schools, parents and stakeholders with regard to the SEND Local Offer, Childcare and services to schools and to lead and manage the Parent Partnership team in the provision of independent advocacy to parents of children with SEN.

To support the schools within the Borough by providing regular communication updates on local and national educational developments. To manage the database of local authority contact with schools and ensure that robust quality assurance processes are in place and regularly monitored and reported to the Achievement and Wellbeing Senior Management Team and the Directorate Management Team to support school evaluation.

MAIN RESPONSIBILITIES

NO	List in order of priority/ importance – max 12	Approx % (min 5%)
1	Lead the strategic management responsibility for the Information Advice and Support Service (IAS Service) and the external relationships team in support of children, parents and schools taking into account regional and national initiatives to ensure that CWaC takes a proactive approach to service development and reflects best practice.	15
2	Lead the strategic development locally for CYPS of the SEND local offer, developing services for parents and young people supported by a directory of services and an integrated pathway to support CWaC's "Local offer" to parents.	15
3	Take strategic responsibility for ensuring arrangements for extending the participation of parents and carers with regard to SEN and Disability services across education, health and social care. (Parent, carer forum).	15
4	Ensure effective systems are in place and followed (in line with current CWaC guidance) for the management,	10

	performance, supervision, development and enablement of staff and volunteers, quality assuring all case work practice meets required DfE minimum standards and authorising all case work decisions with regard to complex cases, safeguarding and child protection.	
5	Lead on collaborative working practices with other partners and agencies in securing the appropriate levels of service provision and resources for children and young people to meet their statutory entitlement.	10
6	Influencing national policy development around SEN and interpreting and considering the impact of local authority policies and priorities, communicating them clearly to parents, carers, schools, other professionals to ensure that parents are empowered, informed and realistic decisions are made about their child's education.	10
7	Monitor and report on Local Authority support to schools through the pendulum system, to oversee the development and quality assurance of the schools bulletin so that educational settings are apprised of national and local developments in relation to educational related matters and safeguarding	10
8	Manage the associated budgets using the collaborative planning management system or external funding monitoring processes where applicable, to ensure value for money, to maximize grant funding opportunities and to deploy resources efficiently and effectively.	5
9	To lead and quality assure the Directorate's managed responses to FOI, MP and Councillor generated requests and complaints to ensure that the required statutory and locally agreed timescales are met.	5
10	Analyse the data regarding childcare sufficiency to contribute to ensuring the Council meets its statutory duty in the provision of places	5
Notwithstanding the detail in this job description, in accordance with the Council's Flexibility Policy the job holder will undertake such work as may be determined by the Director/Head of Service from time to time, up to or at a level consistent with the Principal Responsibilities of the job and in any location within the Cheshire West and Chester Council area.		

PERSON SPECIFICATION

Job title Team Manager – Parent Partnership and Family Information Services

No of posts 1

Job ref no RARC6739

Dept/ Service Achievement & Wellbeing

Unit/Section School Planning

Detail only essential and desirable criteria that form part of the recruitment & selection process

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT*
Qualifications	Degree or equivalent Evidence of recent and relevant professional development. Leadership and management training/qualification	Qualified mediator Additional qualifications in a related specialist field	AF
Experience	Leadership and staff management experience Building and leading successful team Leading and managing major initiatives Leading and managing effective strategies for vulnerable groups Substantial experience of collaborative multi agency working Thinking strategically to build a clear vision to inspire others to carry the vision forward.		AF/I

	<p>Demonstrate experience in providing advocacy, guidance and support to customers</p> <p>Significant Budget management experience</p> <p>Thorough knowledge and understanding of Special Educational Needs Policy and the legislation governing it.</p> <p>Experience of analysing national legislation and directives and in turn influencing and developing local policy.</p> <p>Experience of working with schools and educational settings.</p> <p>Experience of data collection, analysis and presentation</p>		
Job related Knowledge	<p>A clear understanding of leadership strategies.</p> <p>Comprehensive knowledge of the Children and Families Act.</p> <p>Knowledge of mainstream and SEN admissions legislation, pupil exclusions and transport and home education</p> <p>Detailed knowledge of SEN law and disagreement, resolution and tribunals, SEN code of practice and Equality Act 2010</p> <p>Experience of managing staff and HR issues</p> <p>Experience of case management</p> <p>Health & safety legislation relevant to the service</p>	<p>Knowledge of legislation governing social care and health for children and families</p>	

Skills and Aptitudes	<p>Excellent advocacy skills</p> <p>The ability to establish, council and negotiate, persuade or influence the actions of others</p> <p>Excellent presentation and training skills including complex and contentious information</p> <p>Excellent research skills</p> <p>Ability to communicate effectively with a range of people orally and in writing</p> <p>Ability to analyse and evaluate quantitative and qualitative data and report findings clearly and succinctly</p> <p>Demonstrate problem solving skills with the ability to anticipate problems, plan solutions</p> <p>Understanding of Local authority structures and aims</p> <p>Staff supervision skills</p> <p>Well organised, self motivated and shows integrity</p> <p>Ability to lead and motivate teams to deliver high quality services</p> <p>Confident user of ICT</p> <p>Experience of conflict management</p>	<p>Experience of using presentation software.</p>	<p>Interview</p>
Other Requirements	<p>Ability to travel throughout the Borough and beyond.</p> <p>Ability to attend Conferences, seminars and training events sometimes involving evenings when required.</p>		<p>AF/I</p>

	An appreciation and commitment to working in partnership towards educational improvement and improving outcomes for children and young people		
--	---	--	--

Cheshire West and Chester Council is committed to supporting people with disabilities and will make reasonable adjustments to these requirements where this enables a disabled person to do the job effectively.

*** KEY - Method of assessment**

AF = application form

Int = interview

T= test