

CHESHIRE WEST AND CHESTER

JOB DESCRIPTION

IMPORTANT

THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

If successful, you will also be required to apply for a Criminal Record Check from the Disclosure and Barring Service. The level of check required for this job is an Enhanced Disclosure. Further information is contained in the Further Details document enclosed.

Job title: Senior Manager, Special Educational Needs

Job ref no:

Grade:

Dept/Service: Children and Young People's Directorate
Achievement and Well-Being

Responsible to: Head of Service

JOB PURPOSE

Provide high quality strategic leadership in the delivery of services for children and young people with Special Educational Needs and ensure that the Service comply with legislation Government guidance and Council Policies.

MAIN DUTIES AND RESPONSIBILITIES

Specific Duties

1. Provide high quality strategic leadership in the delivery of services for children and young people with Special Educational Needs especially in relation to the assessment of need, placement, monitoring of provision and evaluating their outcomes.
2. Lead and manage strategies to promote high standards of educational outcomes for children and young people with Special Educational Needs (SEN).
3. Lead and manage strategies to enable the educational inclusion and appropriate specialist provision for children and young people with SEN.

4. Lead and manage the SEN Team ensuring that there is an efficient and effective SEN assessment and monitoring with a strong customer focus to ensure timely and cost-effective judgements are made about resource allocation and placements which comply with the Council's statutory responsibilities around SEN and Inclusion.
5. Lead on the monitoring and evaluation of the quality of SEN provision in settings, schools and providers, providing challenge, advice, guidance and brokering support as appropriate to ensure that the Council complies with its statutory responsibilities.

Duties for All Senior Managers

1. Lead, develop and implement service development and improvement activity to achieve high quality and high performance.
2. Lead quality assurance activity to ensure practice is of consistently high quality, meets all statutory requirements and complies with national and local policies and procedures to ensure that the service is prepared for an Ofsted Inspection.
3. Deploy and manage staff, promote learning and development through supervision, appraisal and training using the directorate workforce development plan to ensure that all services work within the directorate business planning framework and all teams have clear objectives with service, team and individual targets which are regularly monitored and reported.
4. Evaluate the impact services have on improving outcomes through ensuring that the Holistic Reporting processes for the service are carried out in a way that monitors impact and contributes to improving the Directorate and outcomes for children and young people.
5. Manage service budgets to ensure that services provide value for money and that Collaborative Planning is carried out in accordance with the Council's procedures.
6. Promote positive and constructive relationships between the Children and Young People's Directorate with settings, schools and providers to ensure that their views inform service delivery and improvements where required.
7. Manage Service Level Agreements and contracts put in place to meet the needs of children and young people in Cheshire West and Chester and work collaboratively with commissioners to ensure that commissioned services are appropriate, value for money and produce the required impact.

8. Advise the Head of Service, Director and Elected Members on the strategic and operational matters related to the specific responsibilities of the post to ensure agreed outcomes for Children Young People are met.

NOTE

Notwithstanding the detail in this job description, in accordance with Cheshire West and Chester Council's Flexibility Policy the job holder will undertake such work as may be determined by the 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 Cheshire West and Chester.