

<b><u>Job Title:</u></b> Lead Advisory Officer (SEND / LACES)	<b><u>Service:</u></b> People
<b><u>Post Number:</u></b>	<b><u>Division:</u></b> Education
<b><u>Grade:</u></b>	<b><u>Business Unit/Section:</u></b> Vulnerable Children and Young People.

### **Overall Purpose of Job:**

- To provide expert advice, challenge and support to schools / services in the areas of SEND and support for Children in Care through the Looked After Children's Education Service (LACES).
- Management oversight of the Statutory Statementing and Assessment Team (complex SEND) and also the SEND advisory / lead teacher service to schools / providers.
- Responsible for ensuring that statutory requirements for SEND and vulnerable pupils with additional and multi agency needs are met. This includes strategy and development work to support the implementation of SEND clauses within the Children and Families Bill – 1) Integrated Assessment, 2) Publication of a local 'Offer', 3) 0-25 Single Education, Health and Care Plan development and 4) the introduction of Personal Budgets and resource allocation systems. This will require significant liaison and partnership working across education, health and social care 0-25.
- Responsible for ensuring that Statemented CYP placed outside of mainstream schools / academies are safeguarded and that improved outcomes are secured at a desired standard in line with formal performance and outcome measures. This will be through the direct oversight of the Provision Monitoring and Performance Officer (SEN / LLDD) and includes both pre / post 16 specialist provision (internal and external to the LA).
- Contributes to relevant strategies and partnership plans (e.g. Vulnerable Learners' Strategy) and also oversees Service Plans for: Statutory Statementing and Assessment Team, LACES, provision monitoring and performance and advisory / lead teacher SEND support to schools / providers. This will require liaison with School Improvement Partners (SIPS) and other colleagues / professionals, as appropriate.
- Liaises closely with colleagues in the Education Funding Agency (EFA), Skills Funding Agency (SFA) and other agencies/services to insure efficiency and effectiveness within shared areas of responsibility relating to SEND (pre / post 16).
- Liaises closely with colleagues within Vulnerable Children and Young People's Services and wider services to ensure an holistic approach to meeting assessed need across education, health and social care. For instance, Integrated Services for Disabled Children (ISDC) and Engagement, Behaviour and IAG Services.
- Ensures overall management of designated service areas including the commissioning of external provision required to fulfil the Council's responsibilities to SEND / CiC.
- Contributes to and supports the development of decision making forums such as the SEN Advisory Panel (SENAP) and Complex Care Commissioning arrangements.
- Monitors the performance of schools (cross-phase) and groups of pupils, particularly those with SEND and Children in Care to identify best practice and underachievement and act upon it.
- Organises and contributes to appropriate network meetings (as may relate to SEND / CiC).
- Develops person-centred approaches whilst adhering to statutory processes and procedures.
- To work under the direction of the Principal Officer - Vulnerable Children and Young People and to report to the other relevant senior officers, as required.

## **Main Responsibilities:**

1. Manages decision making processes aimed at supporting a multi-disciplinary approach to the assessment of SEND / CiC.
2. Co-ordinates relevant special needs funding, which is a needs led budget, within the guidelines of school and LA funding regulations and directives.
3. Acts as designated officer on behalf of the directorate when consulting with the DfE, OFSTED, other government bodies, Regional Partnerships, elected members, Governing Bodies, Children's Board, Head Teachers and officers within the Authority when delegated to do so.
4. Responsible for ensuring a coherent approach to the educational support of SEND children and young people and those who are CiC in North Lincolnshire, particularly in the context of the developing Children and Families Bill agenda and proposals.
5. Shapes and influences the wider agenda and complimentary services that provide an 'inclusive' agenda for the above children and young people in line with the North Lincolnshire Council CYPP.
6. Acts as Lead Officer at multi-agency project teams and working groups as required and directed by the Principal Officer – Vulnerable Children and Young People.
7. Responds to the need for the professional development of staff within the designated services in line with workforce strategies and Service Plans.
8. Supports the professional development of head teachers, teachers, governors and LA colleagues in the areas of SEND / CiC.
9. Has oversight of the Statutory Statementing and Assessment Team, LACES Team, Advisory Teacher (SEND) and Lead Teachers (SEN) and the Provision Monitoring and Performance Officer (SEN /LDD). This includes adherence to HR / Council policies and procedures (e.g., managing attendance).
10. Liaison with the School Improvement Officers and other LA colleagues, as appropriate.
11. Overseeing SEND / LACES / Advisory Teacher SEND team budgets and taking appropriate action to stay within variance.
12. Undertaking peer monitoring and quality assurance as agreed with Principal Officer – Vulnerable Children and Young People and managing a budget, where necessary, to provide support and CPD to schools.
13. Data analysis and report writing to inform service development, improved outcomes and overall performance management - reporting to appropriate forums and individuals, as required.

## **Knowledge, Skill and Experience Required:**

1. Subject expertise as a qualified teacher and as Head of department, subject leader or senior manager.
2. Experience of planning and delivering high quality CPD activities for groups of professionals, including Headteachers.
3. Ability to interpret data accurately and plan interventions.
4. Ability to challenge under-achievement and advise on appropriate strategies.
5. Ability to judge the quality of standards, curriculum, subject leadership and teaching using Ofsted criteria.
6. Experience in high quality curriculum planning and delivery and assessment procedures.
7. Confidence to take responsibility for raising achievement for groups of pupils monitoring their progress and reporting achievements and concerns to school and LA staff (particularly in the context of SEND / CiC).
8. Multi-agency working with a range of partners to raise achievement / standards.
9. Knowledge / experience of the SEN Code of Practice and the statutory Statementing and Assessment process.
10. Knowledge / experience of social care and education regulations pertaining to CiC (e.g. statutory visit and designated teacher requirements).
11. Knowledge / experience of supporting staff / colleagues in relation to complex case management issues (SEND / CiC).

## **Creativity and Innovation:**

- Creative delivery of high quality CPD relating to SEND and CiC supporting innovation in curriculum planning and delivery.
- Finding creative solutions to complex case management issues.

## **Decision Making:**

- Makes judgements about standards based on a wide range of information and data.
- Shares information with other LA Officers and Strategy Managers.
- Sharing information with Senior staff in schools and multi-agency teams.
- Deciding on training content and strategies to raise achievement in consultation with line manager.
- Takes budget decisions where necessary.
- Contributes to / Chairs decision making forums such as Senap and Complex Care when required do so.

### **Contacts and Relationships:**

Consultation and advice giving on all issues relating to the provision of professional support as detailed in the main responsibilities:

- School staff at all levels.
- People's Service professionals.
- Strategy Managers, SIPs, other LA Officers and Elected Members.
- Leading teachers and advisory officers.
- DFE – Collation of statistics, Dissemination/ clarification of DFE guidance to LA Innovative working practice.
- Ofsted.
- Admin staff.
- Regional and National contacts relating to SEND / CiC.
- Assessment agencies.

### **Responsibility for Resources: (to include approximate value, sole or shared responsibility and for what percentage of their working hours away from their designated base)**

- Laptop (value £1500.00).
- Mobile phone.
- Digital resources (camera etc).
- Training materials.
- Team budgets (SEND / LACES).

## **WORK ENVIRONMENT**

### **Work Demands:**

- Enabling LA to meet its targets.
- Meeting deadlines for documents, reports and plans.
- LS1s produced 5 days from visit date.
- Emails checked daily.
- Phone calls returned in 24 hours.
- Use of ICT to record decisions/ actions.

### **Physical Demands:**

- Lifting, carrying, keyboarding

### **Working Conditions:**

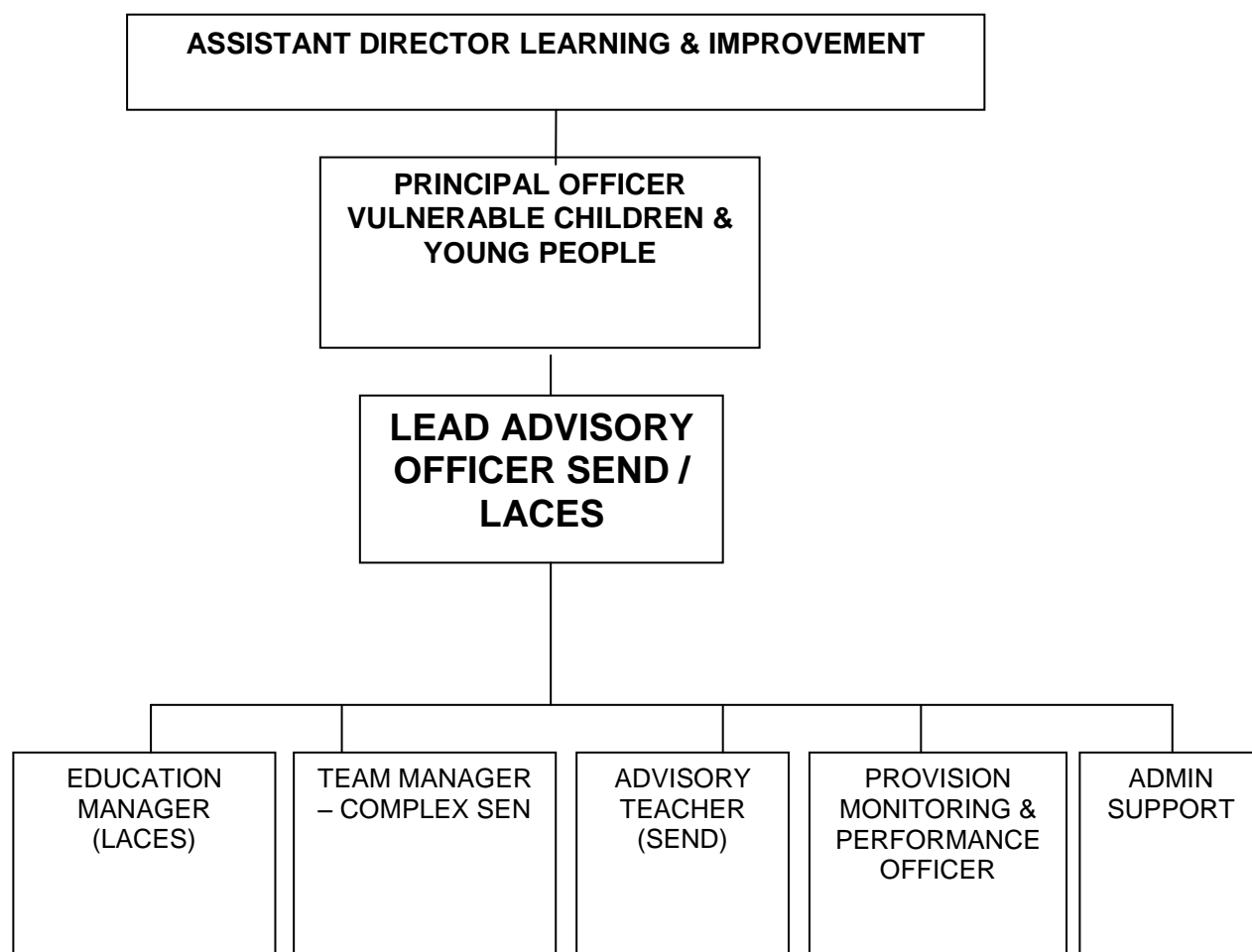
- Normal office environment but there will be a need to work in schools and other educational establishments as part of the core duties.
- There will be some home working required by the post holder by arrangement with the Principal Officer – Vulnerable Children and Young People.

### **Work Context:**

- There is a need for extensive travel on a day to day basis throughout North Lincolnshire.
- There will be some potential for risk of verbal abuse when dealing with members of the public.

### Position in Organisation:

Indicate how many staff the post is directly accountable for: directly line manages 5 and there are 10 other team members.



### **Note:**

Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility. This job description is provided for guidance only and does not form part of the contract of employment.

Date of Job Description ...26<sup>th</sup> October 2012.....

Date copy sent to Post holder .....

26<sup>th</sup> October 2012