



Person specification

Principal Manager of Integrated Disability and Additional Needs Service

For guidance on completing the person specification [click here](#).

The Person Specification form is split into a number of sections
Section 1. Important Information
<p>This information relates to the post of Principal Manager of Integrated Disability and Additional Needs Service. This post is a member of the Children, Young People and Learning Directorate Leadership Team and the Lead Manager for the strategic development and integration of education, social care and health provision for children and young people with special educational needs and disabilities in North Tyneside aged 0 – 25.</p> <p>The post holder will have responsibility for leading an integrated service for children with disabilities and additional needs and ensuring the effective discharge of statutory duties for children with special needs and disabilities with regard to Support and Aspiration: A new approach to special educational needs and disabilities, the SEN Code of Practice 2001, the Children’s Act 1989, the Children’s Act 2004, , the Carer’s and Disabled Children’s Act 2000, the Special Educational Needs and Disability Act 2001, the Education Act 1996, Learning and Skills Act 2000 and Apprenticeships, Skills, Children and Learning Act 2009.</p>

Section 2. Job Criteria			
Factor	Essential	Desirable	Assessment means
Skills and Knowledge	<p>Specialist knowledge of children's Special Educational Needs and disabilities.</p> <p>Knowledge of the Special Educational Needs Code of Practice and Statutory Assessment process.</p> <p>Knowledge of Social Care and Health Assessment procedures for children with disabilities and additional needs.</p> <p>Ability to articulate and specify in writing, multi-agency requirements to meet the needs of children and young people with disabilities or Special Educational Needs.</p> <p>Ability to promote improved outcomes for service users.</p> <p>Knowledge of current legislation and local and regional good practice in relation to promoting the achievement of pupils with disabilities and additional needs.</p> <p>Ability to think strategically and analyse financial and other complex issues.</p>	<p>Proven ability to write policy and statutory documents relating to equality, diversity, SEN and disability issues and statutory responsibilities.</p> <p>Ability to write risk assessment and equality impact assessments in relation to SEN/disabilities.</p>	<p>Interview</p> <p>References</p> <p>Application form</p>

	Ability to lead the management of organisational change relating to key strategic issues facing Local Authorities.		
Qualifications and Training	<p>Educated to Graduate level</p> <p>Additional Specialist Professional Qualification in areas of Education, Health or Social Care.</p>	Relevant post graduate qualification, Masters Degree or Doctorate in relation to Special Educational Needs, Disability or specialist assessment.	<p>Certificates</p> <p>Application form</p>
Experience	<p>Minimum of 5 years successful senior management experience of working in a multi-agency setting to support children with Special Educational Needs and/or disabilities.</p> <p>Experience of contributing to or co-ordinating the completion of Statutory SEN Assessments.</p> <p>Experience of the implementation and monitoring of Statements of SEN.</p> <p>Management of a staff team.</p> <p>Experience of working with senior multi-agency professionals eg. Headteachers.</p> <p>Experience of Chairing meetings dealing with complex issues.</p>	<p>Successful experience of working in a Local Authority, including working with local and national politicians</p> <p>Experience of inspection, quality assurance, monitoring and review of specialist SEN provision.</p> <p>Experience of commissioning of specialist services.</p> <p>Experience of Quality Assurance procedures.</p> <p>Experience of commissioning specialist services.</p> <p>Experience of leading public consultations re the development of specialist provision including statutory consultations.</p>	<p>References</p> <p>Interview</p> <p>Application form</p>

	<p>Successful experience of working in partnership with parents and carers.</p> <p>Experience of effectively managing a significant budget.</p>		
Special Requirements	<p>Ability to work successfully with a range of agencies and professionals at all levels within organisations.</p> <p>Ability to lead on the strategic development of services for children and young people with disabilities and additional needs.</p> <p>Knowledge of local democratic processes and of working with elected members.</p>	<p>Experience of regional and national partnership working within the area of SEN/ disabilities.</p> <p>Experience of project management.</p> <p>Knowledge and experience of educational resources.</p> <p>Experience of pathfinder and pilot projects.</p> <p>Experience of writing Cabinet Reports for Council.</p>	

Section 3 Job Evaluation Pro Forma

This section will allow for easier and quicker job evaluation of your post and ease of matching candidates from the new personal profile

Interpersonal Skills

The post holder will be required to make an effective professional contribution in leading a multi-agency disciplinary professionals encompassing Health, Social Care, Education, Youth Justice and Police. A requirement to establish and maintain trust and effective relationships with parents and carers will also be required. The post holder will also be responsible for the effective management, supervision and support for as staff team of senior managers, each responsible for aspects of the integrated service and for providing advice to the Strategic Director and lead member for children and young people as required. Ability to deal with sensitive and contentious issues and anxious parents, children and professionals will be required. Ability to provide advice and information to local and national politicians.

Decision Making

Post holder will have responsibility for planning the development of educational provision for children with Statements of Special Educational Needs.

Post holder will monitor access to specialist mainstream placements and out of area specialist provision as a member of the Higher Level Placement Panel.

Post holder will be responsible for decisions relation to the use of allocated budgets and the requirement to deliver services within budget.

To make decisions on Post 16 FE and specialist college placements.

To decide priorities for the further development of commissioned services and specialist provision for children and young people with disabilities and additional needs.

Physical skills

There are no specific physical skills related to the post.

Responsibility for Supervision

Post holder will have responsibility for the supervision and performance management of senior officers responsible for specialist service areas to include: Educational Psychology, Statutory Assessment and Review, Children's Disability Service and Post 16 transition and access to provision.

Responsibility for Finance

Post holder will have responsibility for management and allocation of a range of funding strands related to services for children with Special Educational Needs and disabilities. This is currently in excess of £4.5m.

Work Conditions

Post is office based but necessitates a range of visits to specialist educational provisions, case reviews, SEN and review meetings, schools, residential establishments and multi-agency partners. There is also a requirement to work with local, regional and national organisations to share good practice and promote the further development of high quality services in North Tyneside for children and young people with Special Educational Needs and disabilities.