

Job Description

Job Title: Statutory Assessment Team Strategic Manager

Grade: P4

Overall purpose of the job

To lead the co-ordination and delivery of SEND statutory processes for Cambridgeshire, ensuring compliance with regulations; tactical and strategic application of the regulations in order to secure outcomes compatible with the legal guidance and the Council performance targets; robust decision making; rigorous analysis and synthesis of written information.

To be responsible for the successful delivery of the Council's statutory SEN duties in relation to Education, Health and Care Needs assessment and Education, Health and Care Plans (EHCPs) including compliance and timeliness with 20 week deadlines for statutory assessment and adherence to the requirement for the statutory Annual Review process to be effectively co-ordinated and monitored, within statutory timelines.

To manage the Statutory Assessment leadership team and a team of Casework Officers to ensure the effective delivery of high quality practice and outstanding EHCPs, which deliver positive outcomes for vulnerable children. To line manage the Deputy Managers, the Team Leader for the Additional Needs Team (0 – 25) and their associates teams.

To promote multi-agency working to ensure Education, Health and Social Care are working via joint commissioning and collaborative working across all Services. Influencing key partners including, health services, social care services and educational settings, to ensure their contribution to the EHCP process and the co-production of associated paperwork, taking into account the views and aspirations of parents, carers and CYP. Ensuring delivery of the future vision for school/setting led SEND.

Main accountabilities

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1.	<p><u>Professional Leadership and Service Management</u></p> <p>a. To oversee professional practice to ensure the Service is meeting statutory requirements and statutory deadlines including the requirement for the statutory Annual Review process to be effectively co-ordinated and monitored, within statutory timelines and in partnership with provider schools, settings and organisations.</p> <p>b. To be responsible for ensuring that Cambridgeshire's Statutory Assessment Team deliver to the highest standard to support schools, settings and other partners to meet the needs of children and young people with an EHCP. The nature of management includes high quality supervision to team members which strengthens practice and ensures the team are supported to deliver consistency in accordance with legislation and good practice models.</p> <p>c. Working under the direction of The Head of SEND Service (0-25) and working collaboratively with other managers within the service, to ensure that statutory assessment processes, and decisions on Education, Health and Care Plans and placements of children with Education, Health and Care Plans support and compliment policy and support and promote inclusive education in CCC.</p>

	<ul style="list-style-type: none"> d. To lead, oversee, co-ordinate and direct the work of other officers within the Statutory Assessment Team ensuring high quality work and compliance with approaches designed to achieve performance outcomes, including relationships with parents, schools and other agencies. e. Develop effective and lasting solutions to problems through constant review and, where necessary, align, share or implement improvements within the Statutory Assessment Team or wider SEND Service. f. To provide team members with management support through regular structured supervision and professional guidance and coaching to include the promotion of performance management, in line with Council policies and procedures. g. Be responsible for ensuring that teams, via Deputy Managers, deliver a high quality, customer focused service for children, young people, families and educational settings. h. To provide expertise, consultancy and support as needed to Deputy Managers when an individual member of staff is not meeting the required standard of expertise or performance. i. To maintain an up-to-date knowledge and understanding of changing caselaw, and legal changes in SEND; supporting the production and updating of written guidance and procedures relating to statutory assessment and decision making. j. The post holder will be responsible for preparatory work, writing case statements, negotiation and liaison with parents and schools regarding SEND Tribunals, seeking wherever possible to de-escalate cases. To work in partnership with the SEND Tribunal team and legal representatives to make recommendations to senior leaders regarding possible case outcomes. k. Actively support and follow the Cambridgeshire and Peterborough SEND strategy to contribute to the achievement of the strategy outcomes.
2.	<p><u>Quality Assurance and Monitoring</u></p> <ul style="list-style-type: none"> a. To ensure that statutory processes are followed, and that all statutory deadlines are met. b. To ensure high quality EHC Plans, and robust moderating and QA processes are in place. c. To support and engage with Quality Assurance procedures including audits relating to the agreed SEND QA Framework for CCC. d. To ensure disagreements are resolved at an early stage, whenever possible and that complaints are dealt with efficiently and effectively. e. Ensure that the team operates within relevant current legislation and produces high levels of compliance, ensuring that good practice, policy and procedures encompass the equality/diversity framework. f. To use information from evaluation and monitoring to inform strategic decision making and operational practice across the Statutory Assessment Team and wider SEND Service. g. To ensure robust mechanisms are in place for gathering feedback from schools, settings, parent carers, children and young people on the performance of the service and service improvements.

	h. To be responsible for analysing data and identifying trends to inform and influence decisions relating to EHCP assessments, reviews, and future provision development, including resource allocation.
3.	To safeguard and promote the welfare of children and young people/vulnerable adults.
4.	To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.

Safeguarding commitment

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

Person Specification

Qualifications, knowledge, skills and experience

Qualifications Required	Subject	Essential/ Desirable
Key Skill Level 4: Bachelor's degree; HNC; HND NVQ level 4 or equivalent; including professional qualification,		E
Higher Degree; Masters degree; Bachelor's degree + qualification; NVQ level 5 or equivalent; including all chartered professions and post-graduate qualification		D
PhD or higher;		D

Identify	Describe	Essential/ Desirable
Knowledge		E
Safeguarding	A thorough understanding of Safeguarding policies and procedures	E
Legislation	A thorough up-to-date knowledge of national SEND legislation (Code of Practice 2015), statutory guidance and Local Authority SEND priorities, including the Cambridgeshire and Peterborough SEND Strategy	E
Improved Outcomes for cyp with SEND	An expert knowledge and understanding of the factors that lead to improved outcomes for children and young people with SEND and their access and participation in learning.	E
Organisations and systems	A good knowledge of working with schools and settings, including 16+ education providers as systems	E
Management and Interrogation of Data	A thorough knowledge and understanding how data can be used as a management tool to improve service delivery and improve outcomes.	E
Financial Management and Business Planning	Knowledge of budget management and business planning	D
Project Management	Knowledge of project management, implementation and evaluation	D
Data Analysis	Knowledge and experience of using software packages and programmes to interrogate data	D

Skills		
Leadership	<p>Able to lead, manage and motivate a multidisciplinary teams and make efficient and effective use of the range of skills and knowledge within the team.</p> <p>Able to prioritise work, meet deadlines and utilise resources effectively in area and across the service.</p> <p>Able to meaningfully implement strategic decisions, policy and new legislation into operational practice.</p> <p>Able to engage in critical self-review and to enable others to do so in supervision.</p> <p>Able to address issues of performance fairly and competently, following the appropriate CCC procedures.</p> <p>Demonstrate a commitment to apply professional reflection as part of ongoing CPD to evidence learning from experience</p>	E
Influencing and negotiating	Ability to use leadership skills to influence partners within and outside the Local Authority in the development and delivery of strategy	E
Partnership working	<p>Able to demonstrate a strong commitment to multiagency working and working with partners, including parent carers, schools, settings and Health.</p> <p>Excellent leadership and behavioural skills with the ability to build and lead a diverse team and work collaboratively across a leadership team to achieve shared goals.</p>	E
Communication	Able to communicate effectively in all the usual media with a wide range of audiences.	E
Confidentiality	Able to maintain confidentiality and discretion	E
Equality and Diversity	Display a sound understanding of equality issues, respecting and valuing an individual's diversity	E
Flexibility and Resilience	A flexible and resilient approach to plan, organise and prioritise a demanding workload, in order to maintain the delivery of multiple, competing short and long term objectives	E
IT skills	IT literate	E

Experience		
Evidence of successful management experience of SEND services and/or statutory assessment and review processes.		E
Evidence of forging effective working relationships with external partners including schools, settings, health and social care colleagues, as well as parents and parental representatives.		E
Experience in undertaking quality assurance, review and evaluation procedures, including the effective use of data to determine improvement.		E
Evidence of effectively and sensitively dealing with a wide range of people regarding difficult and complex issues, including the use of effective negotiation and providing successful challenge and support to educational settings and other agencies.		E
Experience of preparing for and/or presenting cases in legal proceedings		D
Equal opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	
Safeguarding	Demonstrate an understanding of the safe working practices that apply to this role.	
	Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	

Disclosure level

What disclosure level is required for this post?	None	Standard
	Enhanced	Enhanced with barred list checks

Work type

What work type does this role fit into	Fixed	Flexible	Field	Home
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