

## Job Description

Job Title        SEND Improvement Manager

Job Number    3150

Grade            M

### Overall purpose of the job

Develop and manage the SEND Improvement Plan for West Northants Council and the wider partnership, ensuring delivery of high quality, effective and consistent service support across the West Northants

Through in-depth strategic oversight, coordinate the local partnership to ensure a consistent understanding of SEND needs and coherent plans in place to improve outcomes.

### Main accountabilities

<b>Main accountabilities</b>	
1.	Lead and manage the SEND Improvement programme by providing direction, advice and guidance to colleagues across West Northants Council and the wider partnership; including colleagues in health, social care and education settings.
2.	Lead and influence local partnerships, at senior level, with relevant internal and external key partners, including Northamptonshire Parent Forum Group (NPF) schools, childcare providers, OFSTED, DfE and voluntary/community providers.
3.	Facilitate the local SEND Improvement Board (multi-agency partnership board) by coordinating and collating performance and service reports. Ensure that activity within the local partnership aligns with the agreed priorities within the local Joint SEND Strategy and action plans.
4.	Ensure a detailed assessment of the needs of children with SEND, and their families is co-produced to inform future commissioning of services, support and training. Develop accurate assessments of needs across West Northants and in Locality Planning Areas that can influence the local partnership about future service improvements.
5.	Lead the co-production of a new Joint SEND Strategy, including defined co-production approach for West Northants, by engaging with all partners to agree a new vision and strategic priorities for children and young people with SEND.
6.	Develop and manage a partnership-wide performance framework that demonstrates how the local partnership meet their statutory duties and improve outcomes for children and young people with SEND. To accurately assess and monitor performance against agreed KPIs and strategic outcomes to improve outcomes.

7.	Work with all partners to develop and implement a SEND communication plan, that includes the development of the Local Offer.
8.	Support and challenge all service leads to ensure outcomes for children with SEND improve, in line with the agreed Joint SEND Strategy and performance framework.
9.	Produce management reports and other detailed analysis required by Department for Education and other regulatory bodies.

## Person Specification

### Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
Degree level or substantial relevant experience.	Education, Social care of public sector subjects	Essential

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
<b>Knowledge</b>		
	Excellent working knowledge of statutory requirements for children with SEND across education, health and social care.	Essential
	Knowledge of influence of political landscape and climate on engagements with stakeholders.	Essential
	Demonstrable experience of managing and implementing change within a multi discipline team within a Council or other public service organisation, responding to directional central government change	Desirable
	Knowledge of Children's Services & Early Years Sector	Essential
	Good level of numeracy and literacy	Desirable
<b>Skills</b>		
	The ability to network, build professional relationships and influence groups of people to quickly establish strong positive relationships across the organisation at all levels, including elected members	Essential
	Ability to think conceptually and analyse complex data critically with tight deadlines and meet targets.	Essential
	Excellent written and oral communicator. Ability to communicate clearly and professionally with large groups of senior professionals	Essential
	The ability to demonstrate effective motivational leadership and vision to staff at all levels including a positive attitude to change to develop and maintain services in a constantly changing environment.	Essential

<b>Experience</b>		
	Extensive experience to work on own initiative, resolve complex and sensitive challenges and as part of a team	Essential
	Substantial experience of working across several project areas, including finance, team management, strategic oversight and operational delivery	Essential
	Ability to analyse and interpret data to produce timely, accurate management reports	Essential
	Substantial leadership experience; of staff within a Local Authority and/or across a wider partnership	Desirable
	Experience of delivering, commissioning or leading services for children with SEND	Desirable

**Disclosure level**

What disclosure level is required for this post?	<b>None</b>	Standard
	Enhanced	Enhanced with barred list

**Work type**

What work type does this role fit into?	Fixed	<b>Flexible</b>	Field	Home
---	-------	-----------------	-------	------