

Job Description

Job Title Area Manager – SEND, Portage and Autism

Job number 3284

Salary Range - Grade L

Location: One Angel Square, Northampton

Reports to: Service Manager

Service Area: Learning, Skills and Education

Overall purpose of the job

To work under the direction of the Service Manager in ensuring schools and settings are fulfilling their statutory obligations in relation to the provision of education to children with Autism and/or SEND aged 0 to 19 years and that, at a minimum, ensure all pupils in West Northamptonshire are receiving their educational entitlement.

To lead and manage a direct casework service that provides early help and specialist support to children and young people with Autism and/or SEND and to provide expertise in working with children and families and all professionals to ensure improvement in educational and social outcomes, championing the needs and rights of children ensuring their voices are heard.

Main accountabilities

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1.	To work within the SEND Support Service as part of a wider multi-disciplinary team, to challenge and support schools, Early Years settings and other services across the West Northamptonshire area in fulfilling their educational and inclusion responsibilities.
2.	To carry a caseload of more complex children and champion the needs and aspirations of disabled children and young people in ensuring they receive a high quality education and access to a range of early help support.
3.	To work with the Service Manager, team members and other officers where appropriate, to support any school or setting in fulfilling their statutory obligations in relation to the education of disabled children aged 0 – 19 years and ensure that children are able to access the curriculum
4.	To ensure that integrated practice, including 'Team Around the Family' processes, use of the Early Help Assessment (EHA) and the role of the lead professional are central to the activity of the team whilst at all times ensuring that

	Safeguarding of disabled children is delivered in accordance with local policies and protocols
5.	To provide line management (including recruitment, training, supervision and all related HR activities) to Senior SEND Practitioners and to SEND Practitioners and other staff as required and provide leadership for the specified area team, including contributing to budget monitoring.
6.	To provide training as required by professionals or families and facilitate the sharing of best practice and broker support for children, young people and families, supporting development of best practice policy and strategy to improve educational inclusion.
7.	To support the development of policy and strategy to improve educational inclusion and effective support to families/carers of children with Autism and/or SEND
8.	To have regard to the Code of Practice on the identification and assessment of Special Educational Needs and all Safeguarding legislation and practice guidance in relation to early help and social care
9.	To develop and maintain rigorous recording systems to evidence intervention and outcomes and to develop and implement a range of Quality Assurance Approaches

Person Specification

Qualifications, knowledge, skills and experience

Qualifications Required	Subject	Essential/ Desirable
<p>Degree or equivalent</p> <p>Evidence of further professional qualification (Education, Health or Social Care)</p> <p>Evidence of ongoing CPD</p> <p>Satisfactory clearance of an enhanced DBS check</p> <p>Certified training in the TEACCH (Treatment and Education of Autistic and Related Communication Handicapped Children) approach (minimum 3 day course, 5 day desirable)</p>	e.g. Qualified Teacher, Social Worker	<p>E</p> <p>E</p> <p>E</p> <p>E</p>

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

Identify	Describe	Essential/ Desirable
Knowledge		
Evidence of detailed knowledge and understanding of schools and early years settings and their systems, including inter-school/setting collaboration	Knowledge of Ofsted Frameworks and requirements, Provision mapping, SEN Code of Practice and local Teaching Alliances and other initiatives e.g. NIMP	E
Knowledge and understanding of current national and local education, health and social care priorities and recent legislation and policies, with particular regard to SEND children	Knowledge of Children and Families Act 2014, Childrens Act 1989, Care Act,	E
Evidence of detailed knowledge and understanding of the needs and entitlements of disabled children 0 – 19 years	Knowledge of a range of disabilities and additional needs and relevant legislation including Equality Act	E

Ability to demonstrate a knowledge and understanding of safeguarding procedures to keep young children safe	Knowledge of safeguarding legislation and procedures Able and willing to take calculated risks	E
Rich understanding of the wider inclusion agenda	Knowledge of good practice guidance in relation to Person Centred Practice etc	E
Awareness and understanding of inter-school collaboration	Knowledge of local Teaching Alliances and other initiatives e.g. NIMP	E
Knowledge of child development	Understanding of typical child development and techniques to encourage learning	E
Skills		
Ability to foster relationships within and between teams, agencies, stakeholders and partners	Inter professional working Role recognition and mutual understanding Children and families as expert partners Professional presentation Solution focussed	E
Ability to work effectively with team members, schools and other partners, including children and their families	Clear expectations Leads by example Confident in using a variety of approaches to engage with children with varying needs	E
Ability to analyze and use data for strategic problem solving	Evaluation skills Numerical skills	E
Ability to demonstrate excellent interpersonal and oral communication skills including influencing, motivating, negotiating and advocacy	Professional approach Empathic Effective listener Remains positive and calm in difficult circumstances	E
Ability to organise and chair multi agency meetings	Effective communication skills Assertiveness Listening skills Leadership Skills	E
Ability to demonstrate flexibility, initiative and self motivation	Self managing Strong commitment Energetic and enthusiastic Positive responses to change	E

Ability to organise and prioritise conflicting demands on time	Punctuality Prioritisation skills Meet deadlines Well organised Remains focussed when under pressure	E
Excellent written and presentation skills for concise communication of key messages to a variety of audiences	Able to produce reports for a variety of forums and using a variety of approaches and technologies	E
Ability to use standard IT and systems for casework recording	Word, Excel, Powerpoint, Teams, Capita ONE, Carefirst	E
Ability to travel effectively between different locations		E
Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs		E
Evidence of willingness to undertake specialist training, as required	E.g. Basic Portage training, Person Centred Practice.	E
Experience	.	
Experience of managing people	Management skills to motivate and support staff Knowledge of relevant HR procedures and processes and their application	E
Proven and successful management experience in a school and/or Local Authority	Significant experience in school or local authority or similar	E
Experience of leading the planning and successful implementation of a project which impacted positively on the education or life chances of one or more groups of vulnerable children or young people	Project management Change Management Meeting deadlines Effective engagement	D
Experience in commercial or third sector organisation		D
Experience of the use of data for strategic analysis and planning and to evaluate the achievement of disabled children	Evaluation skills Numerical skills	D

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