

**WHERE
CAREERS
THRIVE**

**When potential
is unlocked,
talent *thrives***



**West
Northamptonshire
Council**

Area Manager – SEND Support Service

Children & Young People's Service, People Directorate

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



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Northamptonshire
Council**

Purpose and impact:

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.

Accountable to:

This role is accountable to the Specialist Support Service Manager, responsible for the direct line management of SEND Practitioners. The role sits within SEND Support Service, part of the People Directorate in West Northamptonshire Council.

Responsibilities:

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 settling 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 of the team, including contribution to budget monitoring.
6. To providing 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.
10. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
11. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
12. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

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

Skills and abilities:	Essential / Desirable	Measured by
Ability to foster relationships within and between teams, agencies, stakeholders, and partners	Essential	A, I
Ability to work effectively with team members, schools and other partners, including children and their families	Essential	A, I
Ability to analyse and use data for strategic problem solving	Essential	A, I
Ability to demonstrate excellent interpersonal and oral communication skills including influencing, motivating, negotiating and advocacy	Essential	A, I
Ability to organise and chair multi-agency meetings	Essential	A, I
Ability to demonstrate flexibility, initiative, and self-motivation	Essential	A, I
Ability to organise and prioritise conflicting demands on times	Essential	A, I
Excellent written and presentation skills for concise communication of key messages to a variety of audiences	Essential	A, I
Able to produce reports for a variety of forums and using a variety of approaches and technologies	Essential	A, I
Ability to travel effectively between different locations	Essential	A, I
Evidence or willingness to undertake specialist training as required e.g. Basic Portage training, Person Centred Practice	Essential	A, I
Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.), Capita One, CareFirst case management systems or willingness to undertake training during the probation period.	Essential	A, I

Knowledge:	Essential / Desirable	Measured by
Evidence of detailed knowledge and understanding of schools and early years settings and their systems, including inter-school/setting collaboration	Essential	A, I
Knowledge of Ofsted Frameworks and requirements Provision mapping, SEN Code of Practice and local Teach Alliances and other initiatives e.g., NIMP)	Essential	A, I
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	Essential	A, I
Knowledge of Children and Families Act 2014, Children's Act 1989 Care Act	Essential	A, I
Evidence of detailed knowledge and understanding of the needs and entitlements of disabled children 0-19 years	Essential	A, I
Knowledge of a range of disabilities and additional needs and relevant legislation including Equality Act	Essential	A, I
Ability to demonstrate a knowledge and understanding of safeguarding procedures to keep young children safe	Essential	A, I

Knowledge of safeguarding legislation and procedures; able and willing to take calculated risks	Essential	A, I
Rich understanding of the wider inclusion agenda	Essential	A, I
Knowledge of good practice guidance in relation to Person Centred Practice etc.	Essential	A, I
Awareness and understanding of inter-school collaboration	Essential	A, I
Knowledge of local Teaching Alliances and other initiatives e.g., NIMP	Essential	A, I
Knowledge of child development	Essential	A, I
Understanding of typical child development and techniques to encourage learning	Essential	A, I

Relevant experience:	Essential / Desirable	Measured by
Experience of managing people, management skills to motivate and support staff	Essential	A, I
Knowledge of relevant HR procedures and processes and their application	Essential	A, I
Proven significant and successful management experience in a school and/or Local Authority or similar	Essential	A, I
Experience of leading the planning and successful implementation of a project which impacted positively on the education or life changes of one or more group of vulnerable children or young people	Desirable	A, I
Experience in commercial or third sector organisation	Desirable	A, I
Experience of the use of data for strategic analysis and planning and to evaluate the achievement of disabled children	Desirable	A, I

Education, training and work qualifications:	Essential / Desirable	Measured by
Degree or equivalent e.g., Qualified Teacher, Social Worker	Essential	A, T, I,
Evidence of further professional qualification (Education, Health, or Social Care	Essential	A, T, I,
Evidence of ongoing CPD	Essential	A, T, I,
Certified training in the TEACCH (Treatment of Education of Autistic and Related Communication Handicapped Children) approach (minimum 3-day course, 5-day desirable)	Desirable	A, T, I,

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance, and verification of certificates.

Additional pre-employment checks specific to this role include:

Disclosure and Barring Service check, Disqualification for Caring for Children (Education), Overseas Criminal Record Checks, Prohibition from Teaching, Professional Registration, Non-police personnel vetting, Disqualification from Caring

Day-to-day in the role:

Hours:	37	Primary work base:	Office/Hybrid
Job family band:	Band 9	Worker type:	Part-flexible
Salary range:	£48,378-£51,571	Budget responsibility:	N/A
People management responsibility:	Yes		

Working conditions & how we work:

This role has been identified as a part-flexible worker type, this means that you will be able to work from other work locations and when not working from an office you will be working remotely for up to 3 days a week (including from home).

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T	Trust	We are honest, fair, transparent, and accountable. We can be trusted to do what we say we will.
H	High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R	Respect	we respect each other and our customers in a diverse, professional, and supportive environment.
I	Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V	Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E	Empower	we believe in people, will listen, learn, and trust them to make decisions. We help people to realise their ambitions.

“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture”

When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

