

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Specialist SEND Teacher Service Manager

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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Purpose and impact:

1. To lead and coordinate deployment of the Specialist SEND Teacher Service to provide expert advice and guidance from the specialist SEND teaching service to education settings, schools and home for children and young people with SEND to accelerate the achievement of vulnerable children.
2. To work with the multi-agency partnership enabling educational settings to meet the inclusion needs of pupils with SEND and those children at risk of exclusion.
3. To provide advice, guidance and support to settings and schools to enable them to make the best possible educational provision for children and young people with SEND.
4. To support the development of settings and schools to increase their capacity to provide inclusive and appropriate education for all children and young people.

Accountable to:

This role is accountable to the Head of School Effectiveness. The post holder will work closely with all leaders in the Council and across the partnership. The post holder will also work with the Assistant Director for Education and Director of Children's Services. The role sits within Children's Services, part of the people Directorate in West Northamptonshire Council.

Responsibilities:

1. To have strategic and operational lead of the Specialist SEND Teaching team.
2. To have working knowledge and oversight of the School Effectiveness workstreams which include: - Early Education and Childcare, School Effectiveness, School Attendance Support Service, and the Specialist teacher team to streamline support given to schools.
3. To drive the development and implementation of the strategic vision of the Specialist SEND Teaching Team including the delivery of the SEND ranges and its application within schools. To work with other services within and outside of the local authority to support high quality provision.
4. To lead a multi-agency project to evolve the SEND Ranges (Graduated Approach) to ensure a consistent approach across all education settings in West Northants and to work collaboratively with colleagues within SEND specialist services and wider services to ensure best outcomes for children and young people including attendance at appropriate partnership meetings, including the SEND & AP Improvement Board and Education Partnership Board.
5. To work with BIPI and other partners to develop a school 'data on a page' profile to inform where support is required and/or critical friend discussions held.

6. To monitor the operational delivery of the Specialist teaching team through the line management of team members to ensure targeted support is provided to education settings and schools to improve the quality, consistency and timeliness of identification and assessment of children's needs.
7. To provide leadership and management of the key aspects of the Specialist Teaching team provision including, but not limited to:
 - a. the development of CPD opportunities
 - b. providing high quality and effective support
 - c. the promotion of inclusive practice
 - d. communication with the sector
8. To manage the budget and finance for the Specialist Teaching team.
9. To provide reports and statistical analysis to senior leaders and external agencies (e.g., Ofsted, DfE) as and when required.
10. To attend regional partnership meetings on behalf of the service.
11. To influence senior leaders within the Council and SEND local area partnership to improve the quality and consistency of identification, assessment, and provision to meet the needs of children and young people with SEND.
12. To fulfil the SEND Code of practice (2015) requirements in working with parents/carers effectively, in line with the West Northants Co-production Charter.
13. To support the development of systems within schools and settings that are pupil centred, enabling the child or young person to effectively express their views on their educational plans and progress and to provide a specialist SEND advice service to colleagues across schools, settings and directorates in meeting complex SEND needs, using high quality evidence-based approaches and best practice examples.
14. To apply and implement quality standards for service provision (including for SEND Units in Mainstream schools) to impact on pupil progress and raise attainment in relation to outcomes for children and young people with SEND.
15. Deputise for the Head of School Effectiveness where requested and appropriate.
16. 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 access and use relevant inspection and school self-evaluation evidence to support practitioners in situ to accelerate the achievement of pupils with SEND	E	A, T, I, P, D
The ability to demonstrate a flexible approach to adapting strategies to changing circumstances and a responsiveness to new ideas.	E	A, I
The ability to use solution-focused approaches to develop the skills and attributes of colleagues within the Council and across the local area SEND partnership	E	A, I
Ability to work as a member of a team, contributing to team and service developments.	E	I
An ability to show sensitivity to the needs of others and to the need for confidentiality.	E	A, I
Proven ability to produce clear, concise reports and contribute to ongoing assessments and reviews to service specifications.	E	A, I
Good time management and organisational skills.	E	A
A commitment to ongoing professional development, including researching and investigating current practice and expertise in specialist areas of interest to enhance the work of the virtual teams	E	A
Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	E	A/T/I
Ability to travel across West Northants to meet requirement of the post, using own transport	E	A
Experience of line management, including deploying staff and using resources in the most efficient way. Managing all HR processes for members of the Specialist SEND Teacher Service	D	A, I

Knowledge:	Essential / Desirable	Measured by
Good working knowledge of the National Curriculum, Early Years Foundation Stage, SEN Code of Practice (2015), Equality Act (2010), Children and Family Act (2014) and Ofsted legislation pertinent to SEND.	E	A, I,
Knowledge and understanding of equality and diversity issues.	E	A, I
Knowledge of the factors both within and outside schools and settings which influence the responses or behaviour of pupils and parents/carers	D	A, I
Knowledge of developments in SEND and Alternative Provision within West Northants, including the historical challenges that have been faced by families, and the new SEND & AP Strategy	D	A, I
Ability to monitor and evaluate whole school and system-wide approaches to SEND provision	E	A, I

Relevant experience:	Essential / Desirable	Measured by
Evidence of practical experience of working with children/young people and their families in a variety of settings.	E	A
Evidence of working in a Local Authority in a leadership capacity	E	A, I
Proven recent and successful experience of working to improve outcomes for all pupils	E	A, I
Experience of working collaboratively with multiagency professionals, children and young people and their families	D	A, I
Previous experience of work in more than one type of setting and across more than one key stage and/or specialist education provision.	D	A, I
Experience of working collaboratively with other professionals across directorates and from Children's Services, Health, Social Care, and education settings.	D	A, I
Experience of working in an advisory capacity to support the development and sustainability of high-quality practice within education settings.	D	A, I
Evidence of leading and managing a team of staff in order to improve outcomes	D	A, I

Education, training, and work qualifications:	Essential / Desirable	Measured by
Degree level education and qualified teacher status or equivalent	E	A
Headship or senior leadership experience within a mainstream or specialist provision	E	A

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 *[delete if not applicable]*:
[For example. Basic Disclosure, Standard Disclosure and Barring Service check, Enhanced 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 hours	Primary work base:	One Angel Square
Job family band:	Soulbury 22-25	Worker type:	Flexible
Salary range:	£69,801 - £73,471	Budget responsibility:	Yes
People management responsibility:	4 members of staff		

Working conditions & how we work:

As part of the role, you will be largely office based however there will also be times where you will be visiting schools, leading SENCo network meetings and attending wider school effectiveness roles attend meetings and to meet with members of the wider partnership and other services to ensure that support and guidance is aligned.

As such, 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.”

Should you require this document in another format or language, please contact: Careers@westnorthants.gov.uk

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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.

