

Job Profile Information: SEN Manager

This supplementary information for *SEN Manager* is for guidance for Job Level 5 Zone 1

Camden Way Category 4

It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.

Role Purpose:

To be responsible for the SEN Team which includes, SEN Senior Officers, Assessment and Case Coordinators, Case Support Officers, Annual Review Assistant and supported employment officers in ensuring that the local authority is able to meet its statutory responsibilities for children and young people with special educational needs and disabilities (SEND) in accordance with the requirements of the Children and Families Act 2014

Example outcomes or objectives that this role will deliver:

- To contribute at a strategic and operational level in terms of ability of the local area to effectively identify and meet the needs of and improve outcomes for children and young people with SEND. This includes ensuring all staff are entering all information into databases promptly
- To implement systems and processes that promote person centred planning keeping the views and wishes of the child and young person central, upholding the principles of the CFA 2014 and associated regulations and statutory guidance
- To minimise anxiety for parents/carers of children and young people through excellent, timely and transparent clear communication about statutory processes
- To effectively deploy staff in order to achieve all statutory and internally set deadlines, reviewing roles and providing access to workforce development opportunities appropriately, ensuring all staff are performing at a level appropriate for the role and that systems are in place to monitor and evaluate performance
- Overseeing the timeliness of decisions re transport eligibility and providing evidence for any transport appeals
- Effective collection of data and information to respond to complaints, enquiries, SENDT appeals within statutory or agreed timescales
- To manage the efficient distribution of resources within an equalities framework

- To contribute to the local authority's approach to equitable distribution of resources and funding for children with SEND within resources available (budget management; implementation of approach to High Needs Block resource allocation and monitoring)
- To collate and use data to inform provision planning, joint commissioning of services and to support quality assurance and improvement
- Involve parents, carers and young people in the development of systems and evaluation of services embedding co-production at all levels so that families, children, young people and wider professionals are all satisfied with the service
- To contribute to meeting the aims and addressing the priorities in the Camden plan, the SEN strategy and other relevant Council policies or strategies and for the early intervention and prevention division
- A team that is reported in the annual parent/carer and young people's survey to be person centred, responsive, accessible and outcomes focused – parents/carers and young people say that they are clear about processes, where and how to access information and receive help when they ask for it
- Annual report of the impact of services shows improvements year on year in meeting statutory timescales, the quality of Education, Health and Care plans and parent/ carer satisfaction and improving the local offer for children and young people with SEND
- A clear improvement plan that enables the delivery of the local authority's statutory responsibilities for children and young people with SEND that is reviewed annually and informed by data gathered through self-evaluation
- A positive working environment across the team and effective working relationships between the service and other organisations
- Staff who report feeling valued and appreciated in an annual well-being survey
- A workforce development plan designed to improve the quality of service delivery, nurture the talents of the staff team and also responds to needs identified locally and in national strategies

Statutory Process

- Effective and timely fulfilment of the local authorities statutory responsibilities in relation to the Children and Families Act 2014 (SEND Code of Practice) and as corporate parents for looked after children
- 100% of EHC plans are issued within 20 weeks unless there is a recorded reason agreed with parents/carers for the exception
- 96% annual reviews and phased transfers completed on time
- Quality of plans meets external scrutiny for compliance and internal monitoring criteria
- 90% parents/carers and young people are content with the educational provisions made

People Management Responsibilities:

- Management of the special educational needs teams
- Provide line management (including supervision and performance appraisal) for senior practitioners, case officers and Supported employment officers

- To contribute to a positive and supportive working culture and to maintaining the well-being of the team
- Promote and maintain positive working relationships between the team and all client groups
- To ensure that professional development needs of the team are appropriately

Relationships;

The post involves developing and maintaining positive relationships with a wide range of people including head teachers and Principals of educational settings, children, young people and their families, local authority and other agency partners

Work Environment:

- The post is based in an open plan office situated at 5 Pancras Square where agile working is the norm.
- It involves travel to meetings held at different venues within and outside the borough.

Technical Knowledge and Experience:

Qualifications

- Degree level or equivalent in relevant subject area
- Evidence of relevant continued professional development
- A post graduate professional qualification in a relevant area is desirable

Knowledge/Experience

- Experience of leadership and management building a confident and effective workforce
- Experience of promoting inclusive practice and a good understanding of the implications for settings and SEND support services
- A thorough up-to-date knowledge of relevant legislation, statutory guidance and SEND procedures
- Demonstrable commitment to person centred and outcome focused action
- Excellent communication and listening skills with the ability to present complex information to a wide range of audiences including school staff; parent/carers/children and young people; senior managers; legal representatives
- Ability to develop highly effective and positive working relationships with people with a wide range of perspectives
- Experience of writing and presenting policy and strategy and recommending appropriate future action
- Ability to identify effective performance measures and evaluate service impact on the quality of delivery and outcomes for children and young people
- Ability to prioritise, manage and monitor complex budgets

- Ability to use ICT systems to manage information, prioritise resources and produce analytical reports
- The ability to work under pressure, to meet deadlines and to work flexibly to meet the demands of the service
- Commitment to equality of opportunity and the ability to demonstrate that commitment through employment practice and in the delivery of services

Innovation (decision making and creativity)

- The post involves development and implementation of accessible and responsive systems to support the effective delivery of education, health and care needs assessment and planning

Camden Way Five Ways of Working

In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

- Deliver for the people of Camden
- Work as one team
- Take pride in getting it right
- Find better ways
- Take personal responsibility

For further information on the Camden Way please select the attached [HERE](#)