

## Job Profile

**Job Title: SEN Manager**  
**Job Grade: Level 5 Zone 1**  
**Salary Range: £49,930 - £57,543**

### About Camden

'Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study, and visit. Because we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all. This role sits within the Early Help and Prevention part of the Directorate for Supporting People and has a vital part to play to ensure that help and support are provided at the earliest and most appropriate opportunity to avoid the escalation of need. In doing so this addresses Camden's aim that everyone in Camden should thrive and services to address needs should be provided within or as close to Camden as possible.

### About the role

To be responsible for the SEN team which includes Senior case officers, Assessment and Case Coordinators, Case Support Officers, Annual Review Officers, Annual Review Assistant and a Supported Employment Officer to ensure that the local authority meets its statutory responsibilities for children and young people with special educational needs and /or disabilities (SEND) in accordance with the requirements of the Children and Families Act 2014. This role provides the leadership and a coordinated approach to ensure that the right services are provided to the right people, at the right time and in the right place and enables children and young people achieve better outcomes and helps them to lead fulfilling lives as Camden residents.

### About you

- Degree or equivalent qualification or substantial experience in a similar post.
- Working knowledge of relevant acts related to Special Education Needs and the Code of Practice.
- 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 and meeting all statutory timescales
- supporting wider services and making full contributions to aligned processes and strategies including PfA
- 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 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
- Effective collection of data and information to respond to complaints, enquiries, SENDT appeals, pre action and or judicial review, LGO within statutory, Council or otherwise agreed timescales
- 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 workforce development plan designed to improve the quality of the service delivery, nurture the talents of the staff and also responds to needs identified locally and in national strategies

#### **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 at different venues within and outside the borough.

#### **People Management Responsibilities:**

The post will have four direct reports and a team total of 22fte.

#### **Relationships:**

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

#### **Over to you**

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

#### **Is this role Politically Restricted?**

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

### **Diversity & Inclusion**

We want Camden Council to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do. Click [Diversity and Inclusion](#) for more information on our commitment.

### **Agile working**

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK ([www.HireMeMyWay.org.uk](http://www.HireMeMyWay.org.uk)). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

### **Asking for Adjustments**

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at [resourcing@camden.gov.uk](mailto:resourcing@camden.gov.uk) or post to 5 Pancras Square, London, N1C 4AG.