

## Job Description



### Education Directorate

<b>Post Title</b>	<b>SEN Manager</b>		
<b>Post Number</b>	<b>BG09146</b>	<b>Grade</b>	<b>Grade 10</b>
<b>Base</b>	<b>Anvil Court</b>	<b>Hours of Work</b>	<b>37hrs per week</b>
<b>Car User Allowance</b>	<b>Approved Casual</b>	<b>Disclosure</b>	<b>Enhanced</b>
<b>Contact</b>	<b>Lead Officer - Inclusion</b>	<b>Updated</b>	<b>March 2015</b>

Responsible to: Lead Officer for Inclusion

Responsible for: To lead the co-ordination and delivery of SEN statutory processes for Blaenau Gwent, ensuring compliance with regulations in order to secure outcomes compatible with the legal guidance and the local authority's performance targets.

### Principal Responsibilities

1. Working with and providing leadership and direction to the statutory SEN team, to support and develop the delivery of assessment, preventative interventions, and statutory processes related to local authority provision for children, promoting local and national policies on inclusion.
2. Maintaining an up to date knowledge and understanding of changing case law, and legal change in SEN, oversee production and updating of written guidance and procedures relating to statutory assessment and decision making, and put in place approaches to ensure partners are aware of the implications of change for policies and performance targets of the Education Directorate and for the operational practice of other education and non-education teams.
3. To discharge the responsibilities of the local authority required by the SEN Code of Practice and relevant legislation.

4. Working under the direction of the Lead Officer for Inclusion to ensure that statutory assessment processes, and decisions on statements and placement of children with statements support and promote inclusive education in Blaenau Gwent.
5. Ensure the efficient running of SEN Panel, so that decisions are robust and recommendations are shared in a timely manner.
6. Ensure clear, coherent and sensitive communication with schools, parents and others on matters relating to the responsibility of the post.
7. Represent the local authority at SEN Tribunals, ensuring high quality preparation, presentation and follow up.
8. Organise and co-ordinate briefing/training and information sessions for ALNCoS/HTs to ensure awareness of Blaenau Gwent policy, systems, procedures and legislative changes.
9. Contribute to developing Blaenau Gwent policies in respect of SEN/ALN/Inclusion and play a key role in disseminating and implementing the policies.
10. Work effectively with partners to ensure best outcomes for pupils with SEN.
11. Ensures that SEN funding is appropriately delegated to meet the identified needs of pupils with SEN, and manage and monitor the SEN budget in line with Blaenau Gwent finance policies and procedures.
12. To contribute to Cabinet & Scrutiny reports and meetings as required and advise elected members as directed by the Director of Education. Work effectively with elected members to support them in their leadership role ensuring that they have timely and good quality information.
13. To line manage staff including overseeing recruitment, induction support and supervision and performance management.
14. To use computers and other ICT in the normal performance of the duties of the post. To champion data quality in the Department, proactively appraising data produced by the Department for robustness, ensuring that data quality issues are addressed and corporate requirements are met, as set out in the council's Data Quality Strategy.
15. To work flexibly and to undertake any other duties commensurate with the post as required by the Director of Education.
16. Ensure that the Council fulfils its statutory responsibilities as a local authority insofar as they relate to the duties of the post holder.
17. The Officer appointed might be required to work during some evenings and weekends for which time off in lieu will be negotiated.

18. To comply with the relevant sections of the local authority's policy statement on Health, Safety and Welfare at Work.
19. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.

## Person Specification - Senior Manager

### 1. Qualifications & experience

Qualifications/relevant experience	Assessment Method				
	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
A degree or comparable level of educational achievement, and evidence of continuous professional development at postgraduate level.	Essential	✓			
Experience of promoting, leading and delivering strategies to secure value for money, continuous service improvement and the development of quality customer focused services.	Essential	✓	✓		✓
<b>Other experience</b>					
Financial management experience with the ability to analyse services in the context of value for money and market forces.	Essential	✓	✓		✓
Proven advanced project management skills (involving an ability to plan services, deliver services and closely relate finance to planned outcomes).	Essential	✓	✓		✓
Practical experience of using ICT for word processing, e-mail and to support office administration.	Essential	✓			
<b>Knowledge/Skills</b>					
A thorough knowledge & understanding of legislation relating to SEN inclusion and children's services, coupled with experience as a manager within the SEN & inclusion field.	Essential	✓	✓		✓
The ability to facilitate the strategic alignment of partner agencies activities.	Essential		✓		✓
Ability to liaise successfully and promote the work of the SEN & Inclusion Service with other agencies, senior officers and departments within the Council and elected Members.	Essential				✓
Ability to analyse complex issues, summarise key concepts and present a balanced and clear opinion	Essential		✓		✓
Comprehensive and thorough knowledge of the Government's agenda relating to the seven outcomes for children in Wales and its implementation.	Essential	✓			✓
Proven leadership and collaboration skills.	Essential	✓	✓		✓
Ability to lead, support and inspire staff, knowledge and skills to ensure effective leadership at all levels and strong succession planning.	Essential	✓	✓		✓
Understanding of and commitment to Equal Opportunities policies, social inclusion and anti-discriminatory practice.	Essential		✓		✓

2. Special Requirements	Essential / Desirable	Application Form
Full driving licence and access to a vehicle for work purposes.	Essential	✓

### 3. Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework.

In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and afterwards through the Authority's performance coaching scheme.

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Leading People</b>	Provides inspirational leadership & is a role model to others		✓		✓
	Takes direct responsibility and is accountable for actions		✓		✓
	Respects and values the contribution and ambition of others				✓
	Actively promotes equality and diversity				✓
	Challenges unacceptable behaviour/attitudes		✓		✓
	Recognises and celebrates achievements				✓
	Defends colleagues against inappropriate criticism				✓
	Demonstrates and is an example of good work-life balance				✓

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Delivering the Vision</b>	Communicates a compelling view of the future		✓		✓
	Ensures the vision is meaningful to all				✓
	Challenges the vision appropriately				✓
	Proactively promotes the vision to others				✓

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Setting &amp; Achieving Ambitious Targets</b>	Is committed to continually improving performance of self and others				✓
	Agrees ambitious performance targets and priorities for self and others				✓
	Sets high standards and keeps self and others focused on outcomes		✓		✓
	Gives regular, constructive feedback on service /team/ individual performance		✓		✓
	Recognises and celebrates success				✓
	Challenges poor performance appropriately		✓		✓
	Seeks learning opportunities from results				✓

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Empowering Our People</b>	Encourages and develops personal accountability in others				✓
	Works to identify training and development needs in others				✓
	Encourages others to think for themselves				✓
	Promotes risk-taking and supports appropriately				✓
	Utilises and respects the skills, experience, and ambition of others at all levels				✓
	Promotes and demonstrates personal and professional learning and development in self and others		✓		✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Communicating</b>	Creates and encourages two-way communication inside and outside the organisation		✓		✓
	Uses appropriate and precise methods of communication		✓		✓
	Has personal credibility with a variety of different groups and uses networks effectively	✓	✓		✓
	Communicates positively and respectfully	✓	✓		✓
	Actively listens and respects others' points of view				✓
	Checks own and others' understanding				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Making Informed Decisions</b>	Is prepared to take action and be accountable				✓
	Regards problem solving as an improvement opportunity				✓
	Involves others in decision making				✓
	Steps back and takes a wider view				✓
	Uses evidence to challenge or support point of view		✓		✓
	Considers implications of proposed decisions				✓
	Ensures decisions link to continually improving performance				✓
	Has the confidence to make ambitious, difficult, or unpopular decisions				✓
	Is able to justify and explain decisions				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Working in Partnership</b>	Understands partnerships in the context of the “big picture”		✓		✓
	Promotes and is actively involved in multi-agency partnerships to continually improve services for the citizen	✓	✓		✓
	Networks effectively internally and externally	✓	✓		✓
	Recognises, respects, and utilises the expertise of others				✓
	Proactively shares knowledge and information				✓
	Seeks out the most appropriate people to contribute to partnership working				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Managing the Political Interface</b>	Understands the political environment locally, regionally, and nationally		✓		✓
	Positively respects and abides by the professional code of conduct and adheres to the principles of political restriction				✓
	Establishes and continually improves positive and appropriate interaction with all Councillors				✓
	Raises issues and constructively challenges in an appropriate and sensitive manner				✓
	Ensures others understand the political dimension of their work				✓
	Provides timely, constructive, high quality professional advice to assist the political decision making process				✓



Topic	Competencies	Assessment Method			
		App.Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Pushing the Boundaries</b>	Regularly and constructively challenges the status quo				✓
	Is positive about change and identifies potential benefits to the citizen				✓
	Taps into the innovative and creative potential of others				✓
	Considers different methods/approaches				✓
	Encourages others to suggest new ideas				✓
	Supports and develops others' ideas				✓
	Looks creatively inside and outside the organisation for new ideas and actively shares good practice				✓