

# Deputy manager - SEN

Service	Reporting to	Location	Grade
SEN team	SEN team manager	Unity house	4A

## About the role

- To provide management and professional support and supervision to Senior SEN caseworkers by monitoring quality and ensuring compliance with the Children and Families Act 2014 and the SEND Code of Practice
- To sensitively work with parents, children & young people and professionals across a range of services on all matters relating to special educational needs for children and young people aged 0 -25 years to enable the development, implementation and review of high quality Education Health and Care Plans.
- To disseminate information to parents and professionals and provide training on statutory responsibilities of the SEN team.
- To support the Principal Managers in ensuring the SEN team fulfils the Council's statutory duties towards children and young people with Education Health and Care Plans.
- To support the Principal Managers, and the Resolutions Officer, with oversight of medications and support with submissions to the First Tier Tribunal when necessary
- To contribute to the strategic development and leadership of the team, including development of processes and protocols
- To oversee complex casework and support Senior SEN Caseworkers with the management of individual complex cases, including oversight of any specific financial implications e.g. personal budgets, and work with the commissioning team to support children and young people accessing settings outside of the LA
- To support the Principal Managers to follow the QA processes for new plans and annual reviews and support accountability for compliance with the SEN Code of Practice and legislation
- To attend, and chair Panels as the LA decision maker, where statutory decisions are being made. To attend wider Panel meetings across the Local authority to provide specialist SEN advice and recommendations to support statutory decision making, including working closely with a range of other LA teams including e.g. AP, CME, attendance, early years.
- To manage, model and embed best practice; to provide guidance, supervision and professional development opportunities for the whole team

- Manage, monitor and evaluate and continuously improve the quality of SEND (Special Educational Needs and Disabilities) casework service and ensuring services are holistic child centred and outcome focused.
- To work closely and in partnership with educational settings and maintain both support and challenge with Head teachers and SENCOs

## Key outcomes

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- Children and young people realise their right to achieve their potential and the best educational outcomes they can.
- Children and young people will be given opportunities for greater life chances
- Children and young people requiring the support and protection of an Education Health and Care Plan experience a smooth journey from assessment to final plan within statutory timeframes
- Children and young people with Education Health and Care Plans will have improving outcomes across all areas of their development
- Children and young people will access appropriate full- time educational provision in the best environment for meeting their needs
- Children and young people will have accessible Education Health and Care Plans which are consistently of high quality with aspirational outcomes and realistic targets
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- Children and young people with Education Health and Care Plans will experience timely accurate reviews which lead to onward personalised planning which meets legislative requirements and entitlement
- Children and young people will be educated in settings within their local community and will be part of their local school wherever possible
- Salford City Council will receive value for money for any education placements commissioned from the independent sector and support best use of budgets / efficient use of resources

## What we need from you

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- To model and demonstrate our values and behaviours.
- Knowledge and practical interpretation of education and SEND legislation, guidance and best practice, local developments, and strategic priorities
- Ability to provide effective support and constructive professional challenge to stakeholders
- Proven skills in managing effective involvement and partnership work with stakeholders, (including parents, young people, families, voluntary & private sectors, and partner services) to develop and improve outcomes
- Experience of multi-agency working and working across organisational boundaries and with parents; including chairing of multi-agency meetings
- Experience of effectively managing statutory processes

- You will have the ability to be flexible and work under pressure with competing demands and priorities and have a good understanding of children's services and the pressures that schools and colleagues experience
- You will have the ability to pro-actively co-ordinate information from a range of sources to make effective and timely decisions with conviction
- You will have a strong sense of personal responsibility and a high level of integrity and are able to work effectively alone or as part of a team. Someone who has tenacity and does not give up will achieve in this role
- Ability to champion the needs of vulnerable children, young people, and their families
- Able to empower others, ability to provide expert advice and guidance to increase skills and confidence in others
- Committed to achieving the best outcomes for children and young people – taking responsibility, being professionally curious and holding self and others to account
- Experience of effective leadership and management
- A detailed knowledge of PfA
- You may have experience in education, social care or the voluntary sector and with the ability to demonstrate technical expertise

## What we can offer you

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Your ongoing professional development and success in your role is important to us, and that is why we provide a variety of learning and development opportunities. Within the sections below you will find development options tailored to you which will enable you to further develop your existing skills and learn new ones at a pace that suits you best. If you are joining us now, your development will form part of ongoing discussions with your manager. If you are an existing employee, you should use your Personal Development Reviews to discuss your development with your manager and create your development journey. It's important you also take full advantage of any informal learning available to you during the course of your work.

### Online learning

Develop your knowledge across a wide range of areas through our Me-Learning platform, with over 200 free courses to choose from. To have the best possible start and comply with current legislation, you must complete the following modules: Welcome to Salford, Health and Safety in the Office, GDPR, Equality Essentials, and Safeguarding Children and Adults. You may also benefit from a variety of courses in categories such as Business Skills, IT and Project Management which are available to learn at your own convenience and pace.

### Professional Development

Gain role specific skills and time to learn through a wide range of development opportunities. Learn whilst working and get support towards your qualification through an apprenticeship standard. Access professional development ranging from entry level to master's type qualifications, including achieving a role appropriate qualification. Details can be found on [the Institute of apprenticeships](https://www.instituteforapprenticeships.com/) website.

### Tailored Development

Use this space to add any training or learning available specific to this role.

## A digital organisation

### Developing your digital skills

Our ambition is to provide our workforce with the right level of digital capabilities needed to be successful. Whatever your current digital abilities are, we can provide development ranging from essential workplace skills to specialist workplace skills. These will be delivered through our Digital Skills Academy using both self-directed and guided learning opportunities to enable you to develop. Additionally, you can access free online courses through the [iDea website](#).

### Sharing your digital skills

Our goal is to support you to share your digital knowledge with other people. Our Digital Eagles programme has been designed to cover basic digital skills and build your confidence to assist others. By the end of this programme you will join hundreds of staff members who already are digital eagles, and be able to help colleagues, customers, residents, or people in your personal life with all things digital.

## Our organisation's values

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**We have four values: Pride, Passion, People, Personal responsibility.**

[Our four values](#) are central to the way we communicate about the council and the way in which we behave with colleagues, customers, and partners - so that we live and breathe our values each day.

## Our values



**Pride**

**Passion**

**People**

**Personal responsibility**

## Application guidance

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We are a values-based organisation so reflecting our values or a values-based approach in your evidence will support your application.

The different sections of this role profile are there to give you an understanding of the purpose of the role. The 'what we need from you' section outlines the minimum criteria you will need to meet within your application.

#HappytoTalkFlexible



Salford City Council

## Role details

Completed by:

Date:

Job code:

Job score:

Date of evaluation:

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