

Northumberland County Council

JOB DESCRIPTION

Post Title: Senior SEND Advisor	Director/Service/Sector: Wellbeing and Community Health Service Group, Education & Skills Service		Office Use
Band: 12	Workplace: County Hall		JE ref: Z287 HRMS ref:
Responsible to: Head of Inclusion	Date: January 2023	Manager Level:	
Job Purpose: <ul style="list-style-type: none">• To ensure the statutory process for education, health and care (EHC) needs assessment and EHC plans is carried out efficiently, within timescales and according to the SEND Code of Practice 2014• To support the Director of Education and Skills and Head of Inclusion in ensuring high quality SEND provision across all settings and phases which supports improving outcomes for CYP 0-19• To promote the strategic direction of SEND across the County, and undertake related system improvements, leading on specific areas as directed by the Head of Service• To provide leadership in relation to SEND practices in all schools, serving as a point of contact for SENCOs and SEND Advisors across the Local Authority• To co-ordinate and provide support and challenge to schools in relation to SEN provision and outcomes for CYP• To act as a champion for person centred approaches in schools and settings and thereby improve outcomes on behalf of children and families• To oversee aspects of High Needs funding allocations in collaboration with senior colleagues.• To create and share reports to a range of stakeholders and lead on provision of information for the Department for Education, Education Funding Agency, OFSTED, Care Quality Commission and others to meet national legal requirements and performance targets• To work across services and collaborate with pupils, families and schools when planning development			
Resources	Staff	The post holder will be responsible for the management of the SEND Team and SEND Advisors	
	Finance	The post holder will participate in the decision-making process for the commissioning of resources and services for children and young people 0-25 with SEND, as directed by the Senior Manager Commissioning (Children's). The cumulative decisions account for more than £30 million of the education and transport budgets in Northumberland.	
	Physical	The team is based in office accommodation within County Hall. The post holder will be responsible for ensuring that effective office systems and facilities are in place and that appropriate liaison is undertaken with relevant Council office support services.	
	Clients	•Senior Officers within the County Council •Headteachers, SENCOs and teachers in school •School governors •Children and families	
Duties and key result areas: <ul style="list-style-type: none">1. To provide leadership and management to the SEND Team, ensuring effective and efficient delivery of statutory requirements relating to SEND, as defined by the Children and Families Act 20142. To promote the strategic direction of SEND across the County and undertake related system improvements, leading on specific areas as directed by the Head of Service3. To support the Head of Northumberland Inclusion in ensuring high quality SEND provision across all settings and phases which supports improving outcomes for CYP 0-194. To provide leadership in relation to SEND practices in all schools, supporting Head Teachers and SENCOs across the County to develop policy and practice			

5. To co-ordinate and provide intervention into schools identified as vulnerable/requiring support with regard to SEN provision
6. To monitor the SEND performance of all schools and settings in collaboration with the Head of Service
7. To provide support and challenge to schools in relation to SEN provision and outcomes for CYP
8. To act as a champion for person centred approaches in schools and settings and thereby improve outcomes on behalf of children and families
9. To take responsibility for the performance management of the Team and EHCP process, including the implementation of quality data systems which enable swift and accurate data retrieval and support the gathering of evidence to inform the strategic development of Northumberland's Local Offer
10. To take responsibility for the management of appropriate SEND budgets.
11. To participate as a decision maker in the framework for the commissioning of resources and services for children and young people with SEND, ensuring that timely and appropriate decisions are taken in response to referral from schools, parents, young people and other professionals about the allocation of resources to meet the identified needs of individuals.
12. To monitor the caseload of the SEND team to provide quality assurance regarding the standard of service delivery. This will include the resolution of conflict, actual and potential, between the Council and the public, ensuring that appropriate processes are in place to achieve operational efficiency.
13. To represent or advise the Local Authority in complex and high-level legal disputes including SEND Tribunals, Local Government Ombudsman referrals, Judicial Reviews, formal Mediation and safeguarding investigations.
14. To promote the inclusion children and young people with SEND and contribute to the school improvement agenda by establishing positive working relationships with schools/academies/alternative settings/early years settings and monitoring the impact of services on the education achievement of those with SEND.
15. To undertake such other duties and responsibilities that are consistent with the nature, level and grade of the post.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements:	The work involves the need to visit schools or work sites throughout the County on a regular and routine basis.
Working patterns:	Other than travel between sites, the work is office-based.
Working conditions:	

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PERSON SPECIFICATION

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Essential		Desirable	
Knowledge and Qualifications			
<ul style="list-style-type: none">Degree or equivalentTeaching qualificationSENCO qualification or equivalent experienceKnowledge of current SEND policy and practices (statutory and non statutory) as they relate to schools, early years settings and Local AuthoritiesStrong CPD record demonstrating ongoing commitment to meeting the needs of learners with SEND		<ul style="list-style-type: none">Leadership and/or management training and/or qualificationKnowledge and understanding of legal issues arising in SEND dispute resolution	
Experience			
<ul style="list-style-type: none">Recent leadership experience in a school of Local Authority setting with proven positive impact on provision and outcomesExperience as a SENCo working in a person/family centred wayPerformance management of staffExperience of leading positive change, including implementation of quality assurance activitiesExperience of leading the development of successful SEND practices in a school or local authority contextExperience of leading training to a range of stakeholdersResponsibility for budget and/or resource management		<ul style="list-style-type: none">Tribunal and other formal legal representations and client relationsDevelopment of information management systems	
Skills and competencies			
<ul style="list-style-type: none">Highly aspirational for Children and Young People with SENDTeam player with excellent leadership, interpersonal and communication skillsConfident leader with high levels of energy, enthusiasm, stamina and resilienceThe ability to hold others to account to secure desired objectivesAn understanding of how data can be used to evidence the need for change, and drive improvementAbility to identify and analyse evidence of areas for development, to set priorities aligned with the organisationAbility to reflect on the impact of your work and support and motivate colleagues to develop your teamThe ability to write clearly and present to a range of audiencesThe ability to deal with sensitive and confidential issues that require a variety of approaches based on analytical thinking and the ability to make sound judgements based on appropriate evidence.			

<ul style="list-style-type: none"> • Highly effective planning and organisational skills • The ability to manage your time effectively and support the efficient working of individual team members • The ability to prioritise work and meet and manage tight work deadlines • Commitment to equal opportunities. 	
Physical, mental and emotional demands	
<ul style="list-style-type: none"> • Very high demand for precision and accuracy and working to timescales • Ability to work under pressure, independently and as part of a team • Ability to work closely with schools in challenging circumstances and with school leaders under considerable pressure 	
Other	
<ul style="list-style-type: none"> • A passion to make a difference for learners and a willingness to go the extra mile to champion their needs • A firm commitment to person and family centred working • Flexibility and willingness to explore new ways of working • Able to meet the travel requirements essential for the post 	