

Job Description

Department: Children's Services

Division/Section: Inclusion Services

Job Title: Head of Statutory Assessment and Monitoring

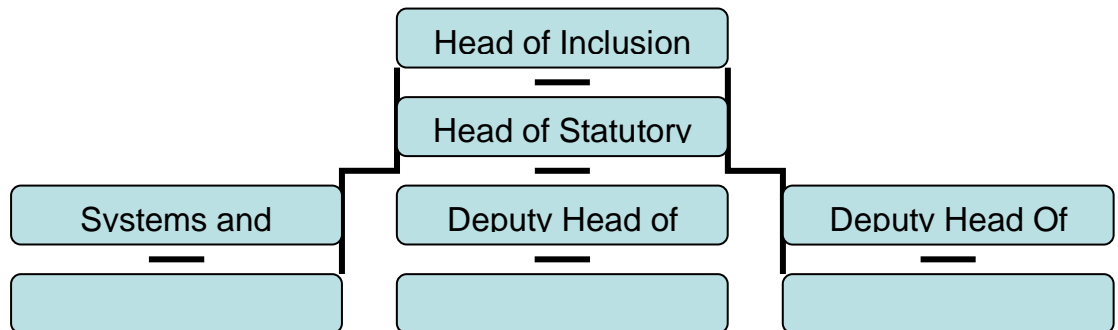
Post No:

Grade: 15

Reports to: Head of Inclusion Services

Organisation Chart:

Show immediate manager and any jobs reporting to this post.



DBS Check applicable?

Enhanced

Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?

No

Line Management responsibility for:

No. of direct reports: 3

No. of indirect reports: up to 8

Size of budget:

Monitoring statement budgets/value for money or statement provision.
Circa £5 million

Job Purpose:

- To work in partnership with all service users and stakeholders to ensure that the LA's statutory duties are understood and communicated
- To provide a high quality SAMs service as part of wider Inclusion services

Main Duties and Responsibilities:

- To lead on the maintenance of information on children and young people with statements/EHCPs, and use of this information to support data analysis of their needs profiles and outcomes in relation to the impact of provision to inform strategic direction.

- To be responsible for implementation, compliance and performance in relation to all statutory processes around EHCPs
- To be the named responsible LA representative for all decision making related to the statutory processes around EHCPs.
- To chair all panels and ensure robust decision making related to the statutory EHCP process
- To take an active role in the continued development of Inclusion Services, including deputising for the Head of Services as required
- To take responsibility as required for areas of Inclusion Service development beyond the SAMs service
- To be responsible for the budget related to funding for SEN pupils in mainstream schools (*figure*)
- To be responsible for monitoring and providing information related to numbers in specialist provisions
- To be responsible, with the support of the Head of Inclusion Services, for the formal monitoring and review on a monthly basis of spending related to specialist provision, additional support and top up funding for mainstream schools
- To be responsible for overseeing the development of post 16 statutory responsibilities and funding
- To develop the role of the post 16 commissioning and development officer
- To monitor on behalf of the Head of Inclusion Services budgets related to children and young people with EHCPs (circa £5 million) e.g. special school budget, additional needs budget, out of city (education) budget and post 16 EHCP budgets
- To be responsible for reviewing the mechanism for funding related to children and young people with EHCPs as required by the Head of Inclusion Services
- To ensure service quality, including the establishment of robust review mechanisms
- To contribute to the development of strategic SAM and Inclusion policy, projects and initiatives as required by the Head of Inclusion Services
- To be responsible for the team development plan including accountability for all identified outcomes
- To ensure and be responsible for the development of all guidance and policy documents related to the statutory EHCP process

Generic Responsibilities:	<p>To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health & Safety at work requirements as laid down by the employer.</p> <p>The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.</p>
Flexibility Clause:	<p>Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.</p>
Variation Clause:	<p>This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in</p>

consultation with the postholder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.

DATE:

COMPLETED BY:

Person Specification

JOB TITLE: Head of Statutory Assessment and Monitoring **POST NO:**

GRADE: 15 **DEPARTMENT:** Children's Services

HOURS: 37

DIVISION: Inclusion Services **DIRECTOR:**

DATE: **COMPLETED BY:**

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<ul style="list-style-type: none"> The Statutory SEN framework Children and Young People legislation and guidance; particularly in relation to education and social care 	Knowledge of possible legislative developments arising from the SEND Green Paper
SKILLS & ABILITIES	<ul style="list-style-type: none"> Ability to work within timescales Ability to work under pressure Good social and leadership skills Flexible Responsive Solution focused 	
EXPERIENCE	<ul style="list-style-type: none"> Experience of working in or with schools Experience of working as SAM statutory review officer Proven track record of assessment and monitoring, drafting of statements/EHCPs Proven track record of successfully implementing SAM statutory framework (according to the Education Act Part 4) and overseeing SEND tribunals 	<ul style="list-style-type: none"> Experience of working in a multi-agency context Experience of presenting tribunal cases Teacher qualification
QUALIFICATIONS	<ul style="list-style-type: none"> Degree or equivalent (unless proven success in the field) 	<ul style="list-style-type: none"> IT literate Presentation skills
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> Current driving licence and ability to provide a suitably insured vehicle for use in connection with duties – reasonable adjustments will be considered upon request. 	Confident to undertake distance driving when required
EQUALITY	Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities. (A & I)	
CUSTOMER CARE	Knowledge and understanding of effective customer care (A & I)	

[At the end of each criteria the following codes are used to indicate how the criteria will be assessed:
 (AI) Application / Interview, (P) Presentation, (W) Written Test.]