SENAR Operations Head of Service

£53,440 - £69,359

1 Lancaster Circus, Queensway, Birmingham B4 7DQ

Working 36.5 hours per week

Special Educational Needs Assessment and Review (SENAR) undertakes the Local Authorities duty to assess children and young people with Special Educational Needs. This is an opportunity to join the service at an exciting time as we continue to develop our response to the 2014 SEN Code of Practice. As SENAR Operations Head of Service you will be responsible for the effective delivery of the service and implement our current programme of change.

We are looking for someone who has substantial leadership and management experience within an SEN department. You will be able to show evidence of motivating a large team to be the best they can and work cooperatively with families and schools to ensure that the very best outcomes for children and young people with SEND can be achieved.

For informal enquiries please contact Jill Crosbie on Tel: 0121 303 1795 or 07713598209 or jill.crosbie@birmingham.gov.uk

Ref: PE0792017

Closing date: Monday 13th February 2017

A Disclosure and Barring Service (DBS) formerly CRB check will be undertaken

“Right to work in the UK documentation will be fully checked for all applicants. All non UK and non EU applicants are required to apply for a Certificate of Sponsorship from Birmingham City Council and must be approved by the UK Border Agency (UKBA) before any employment offer can be confirmed.”
JOB DESCRIPTION

JOB TITLE: SENAR Operations Head of Service

GRADE: GR7

NO OF POSTS: 

JOB NO:

DIVISION: 

SECTION: 

POST REQUIRES POLICE / CRIMINAL RECORDS BUREAU CLEARANCE: YES 

1.0 JOB PURPOSE

1.1 To lead and manage a children’s service function; to be clear on priorities and manage them effectively.

1.2 To develop a strategic business plan of the service area/function.

1.3 To deliver the service areas mission and vision to benefit and reflect the aspirations of stakeholders and ensure they are achievable through planned programs of activity.

1.4 To ensure the sufficiency of education and training opportunities available to meet the reasonable needs of children and young people with SEN up to age 25.

1.5 To build partnerships with and between local agencies including schools, statutory agencies, voluntary and community sectors to focus joint resources on improving services and outcomes for children.

2.0 DUTIES AND RESPONSIBILITIES

2.1 To ensure service areas have a relentless focus on child protection.

2.2 To lead and drive performance management.

2.3 To set clear measurable and achievable goals for the Service.

2.4 To ensure the quality of the service provided is monitored.

2.5 To champion and challenge service delivery.

2.6 To build capacity and manage risk.

2.7 To ensure compliance with legal, regulatory and ethical requirements.
2.8 To promote equality of opportunity, diversity and inclusion in the service area.

2.9 Commitment to developing people.

2.10 To provide clear leadership, vision and direction in relation to safeguarding principles.

2.11 To actively promote and champion a culture of continuous learning and development.

2.12 To manage financial resources

2.13 To ensure effective and sustainable partnership collaboration with BCC and external partners.

2.14 To manage all aspects of customer care.

2.15 To support elected members and Members of Parliament.

**Performance measures**

2.16 Ensure delivery against the identified directorate priorities.

2.17 Creation of culture and inter agency working to create a child central approach.

2.18 Clarity of vision which is shared in your Service.

2.19 Improve organisational performance.

2.20 Commission and deliver services and interventions that are evidence based and proven to work.

**Tasks**

2.21 To effectively manage the allocated budget for your area of responsibility.

2.22 To put the strategic business plan into action.

2.23 To provide leadership in your area of responsibility.

2.24 To build and manage effective teams.

2.25 To build and sustain collaborative relationships with other organisations and manage quality systems.

2.26 To manage business process and related relationships such as procurement.

2.27 To utilise and manage HR processes and procedures as appropriate.

2.28 To effectively manage resources; matching demand.

2.29 To use all recording systems as procedures require.

2.30 To identify learning needs of self and your managers, develop and implement effective learning solutions.

2.31 To work collaboratively and in partnership with stakeholders and community
organisations.

2.32 To monitor the quality of work and progress of work in your area of responsibility, addressing matters/issues as needed.

Post Specific Responsibilities

Functions

2.33 Appropriate placement of children with an Education, Health and Care plan.

2.34 Linked to area based delivery.

2.35 Co-ordination of Statutory SEN Assessment including SEN Placement tribunals and transfers of statements of SEN to EHC plans.

2.36 Statutory SEN Review and monitoring.

Specific details

2.37 Lead SENAR Area Teams.

2.38 Lead and manage specific funding arrangements for SEN and manage the placement process and provision for children with Statements of SEN/Education, Health and Care Plans including liaising with Head Teachers.

2.39 Specific links with Schools, Social Care and Health to improve performance.

2.40 Provide advice across the organisation, based sound theoretical knowledge of current SEN, and integrated working issues including knowledge of the legislative framework relating to SEN.

2.41 Assist with strategic planning, analyse data and implement strategy e.g. provision for children with SEN.

2.42 Development of integrated services for complex needs with other Heads of Service and Area Managers.

Your Own Responsibilities

2.43 Develop your personal networks.

2.44 Manage your own resources and professional development,

2.45 Promote the use of technology.

2.46 Ensure your own actions reduce the risk to health and safety.

2.47 Develop productive working relationship with colleagues.

2.48 Workforce development

SUPERVISION RECEIVED

3.1 Assistant Director Children with Complex Needs
3.2 LEVEL OF SUPERVISION

Plan own work to ensure the meeting of defined objectives.

4.0 SUPERVISION GIVEN (excludes those who are INDIRECTLY supervised others)

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<tr>
<th>POST TITLE</th>
<th>GRADE</th>
<th>NO OF POSTS</th>
<th>LEVEL OF SUPERVISION*</th>
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<tbody>
<tr>
<td>SENAR Team Managers</td>
<td>6</td>
<td>5</td>
<td>Plan own work to ensure the meeting of defined objectives. Receive at least 6 1:1 supervision sessions in the year.</td>
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5. Special Conditions

- This vacancy is exempt from the Rehabilitation of Offenders Act
- An enhanced Disclosure and Barring Service check will be undertaken
- You will receive supervision a minimum of ten times per year and you will be required to contribute to your ‘My Appraisal’, which takes place annually with a mid-year review
- Flexibility in working arrangements is essential to ensure that priorities are met including work outside of school terms and school holiday periods as required by your line manager
- Whilst initially appointed to a specific team, post holders can expect to be required to work in any part of the city and manage differing combinations of team types over time, following consultation; as business needs dictate.
- The post holder will be expected to travel to existing and prospective providers using either public transport or own vehicle. Travel expenses will be reimbursed in line with the City’s Policy.
- The detail of the specific role outcomes will be recorded via the ‘My Appraisal’ objectives which will be subject to amendment in line with the changing context of the role

OBSERVANCE OF THE CITY COUNCIL’S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED

Birmingham City Council is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery. This should be demonstrated throughout the course of the job application.
**PERSON SPECIFICATION**

Post: SENAR Operations Head of Service  
Grade: 7

Division: Children with Complex Needs

Section: Special Educational Needs and Assessment and Review (SENAR)

Directorate: People

**Method of Assessment (M.O.A.)**  
A.F. = Application Form; I = Interview; T. = Test or Exercise; C. = Certificate; P. = Presentation.

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<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>M.O.A.</th>
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| **Experience**            | Substantial experience of working in a senior leadership role with children and young people with SEN, including improving service quality.  
                          | Considerable experience of leading, interpreting and implementing national and local initiatives which impact positively on children and young people with SEN.  
                          | Considerable experience of the development and oversight of projects targeting SEN interventions at a local level with evidence of impact on outcomes for children.  
                          | Considerable experience of working with others in an advisory/supportive role with schools and families.  
                          | Experience of analysing data and forecasting trends, funding and commissioning placements.  
                          | Experience of managing financial situations and budgets.                                                                                                                                                                                                                                                                                           | AF/I/T | AF/I | AF/I/P | AF/I | AF/I/P | AF/I/T |
| **Skills & Ability**      | Communicates effectively across a range of contexts including the ability to create and deliver concise, engaging and accurate information to a range of audiences, adapting style and content to needs of the audience and checking understanding. Ability to understand and interpret complex written reports and policy documents, including the ability to evaluate the arguments. | I/T   |
| **Safeguarding Children** | Proactively seeks to safeguard children, drawing on a wealth of knowledge and sound judgement to protect children from harm and ensuring appropriate and timely action is taken when necessary. Works collaboratively with colleagues and other agencies to achieve this aim. Demonstrate effective risk management skill and decision making | I/T |
| **Leadership and Management** | Sets clear vision, direction, objectives and responsibilities, assumes accountability and inspires others by acting with integrity and role modelling BEST values.  
Financial skills to effectively manage budgets  
Drives service improvement and actively tackles poor performance. Financial skills to effectively manage budgets. Builds and motivates teams, creating a positive environment which encourages open discussion and innovation, supports performance, builds capability and empowers staff. | I/T |
| **Relationship Building** | Successfully builds and maintains effective relationships with senior colleagues, external agencies, children and their families and carers - demonstrating effective interpersonal skills in dealing with people at all levels and from a wide range of backgrounds. | I/T |
| **Influencing and Persuasion** | Successfully persuades and influences individuals and groups at a range of levels on issues of complexity and sensitivity. Uses a range of techniques to achieve acceptable solutions and compromise. Listens well. | I/T |
| **Organisation and Planning** | Ability to plan and manage work to optimise resources available, ensuring timelines and budgets are met. Ensures robust procedures and practice are in place to meet statutory obligations and performance objectives and that these are regularly reviewed To have a demonstrable commitment to quality assurance and maintaining accurate, up to date and accessible records. | I/T |
| **Valuing Diversity** | Shows respect and understanding of diversity and values individual difference. Treats all people fairly and appropriately regardless of race religious, belief, gender, age, disability, I/Tsexual orientation, appearance or position.  
Proactively seeks to reduce health and other inequalities of disadvantaged groups and acts to raise awareness of the benefits of diversity and build active commitment to ensure equality of opportunity. | I/T |
| **Qualifications and Training** | Education to degree level, with a higher degree and/or relevant professional qualification.  
CPD record indicates commitment to maintaining high knowledge and skill levels in appropriate areas and to developing organisational leadership and management skills. | I/C |

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.