

Job Description and Person Specification

Job details

Job title: Deputy SEND Operations Lead

Directorate: Hackney Education

Reporting to: SEND Operations Lead

Direct/indirect reports: SEND Business Support, Senior Plan Coordinator, Area EHC Officers, EHC Plan Coordinators

Budget responsibility: N/A

Grade: PO4

Leadership level: Operational

DBS requirement: Enhanced

Job description

- Purpose of the post:
 - To support the SEND Operations Lead in ensuring that Hackney Council fulfils its statutory responsibilities as a Local Authority as they relate to the Children and Families Act 2014 and associated regulations
 - To support in the SEND Quality Assurance and Practice Development process to ensure the SEND Service is discharging the Hackney Council's statutory duties and is fully compliant in relation to the statutory assessment process within the legislative framework
 - The post holder will support this by carrying out audits to ensure that a high-quality service is delivered to children, young people and their families, identifying and addressing areas for improvement
 - The post holder will also support the implementation of the SEND Quality Assurance and Practice Frameworks and the implementation of a workforce development programme for the service, which will include identifying training needs and working to address these as part of a continuous cycle of improvement.

Main duties and responsibilities:

Deliver outstanding service

- To provide operational management for the EHC Team, supervising the Area EHC officers and supporting them in ensuring that Plan Coordinators deliver the statutory SEND obligations and works to achieve the overall service targets.
 - To work and develop the SEND Quality Assurance processes to ensure that the Quality Assurance and Practice Frameworks are being effectively used across the County when issuing Education, Health, and Care (EHC) Plans.
 - Coordinate invitations for SEND Quality and Improvement group, as well as taking minutes and ensuring attendees have all relevant documents prior to meetings.
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- To audit EHC Plans against the Quality Assurance Framework and support the cascading of lessons learned from audit to the wider SEND Service.
- To analyse data and information and create and implement action plans for improvement and monitor the impact of EHC Plans.
- To provide reports to the Head of SEND and analysis of the consistency and quality of EHC Plans through audits and working with operational managers to review EHC plans.
- Ensuring Statutory timescales around Annual Review responses are met and local databases correct for purposes of SEN2 Data management.

Increase service quality and performance

- Play a key role in the strategic development of quality assurance in Hackney.
- Support the service to embed quality assurance processes so that EHC plans are consistent and accurately reflect children and young people's needs prior to being issued by the service.
- Embed regular moderation of processes, including statutory assessment processes and EHC Plans to ensure compliance to expected standards, making recommendations towards content of and supporting the development of improvement action plans.
- Complete quality assurance checklists for a portion of Draft EHC plans prior to issue.
- Coordination of multi agency deep dive audits using agreed processes and compiling any subsequent reports.
- To audit EHC Annual Review Paperwork from settings and work with operational managers to review and improve the quality of amended EHC plans.
- Coordinate and oversee quality assurance at phase transfer to ensure plans issued are of high quality and support the child/young person moving to their next phase of education.

Identify opportunities for personal and professional development

- Promote a learning culture within the service and support the dissemination of key national and local policy changes and research.
- Identify and deliver training opportunities to both internal staff within the SEND Service and external partners, such as schools, to support the implementation of the SEND Practice Framework.
- Supervision of Annual Review Coordinators and monitoring of the Quality assurance.

Reflect best practice and ensure compliance

- Monitor the quality of practice, identifying areas of good practice and those where further improvement in the delivery of practice and services is required.

General requirements:

- To deputise for the SEND operational Lead
 - To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Line Manager
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- To undertake continuing professional development activities such as mentoring, performance management development, and to participate in identified activities to promote personal and professional skills relevant to the post and post holder.
- To undertake training and constructively participate in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the team, post and post holder.
- The post holder must at all times carry out his/her responsibilities with due regard to our policy, organisation and arrangements for Health and Safety at Work.
- It is your responsibility to carry out your duties in line with our policy on Equality and Cohesion and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
- All Hackney Learning Trust Staff are expected to demonstrate and work towards developing the HLT Leadership Qualities which are:
 - A strong sense of direction and purpose
 - Creativity
 - Resilience
 - Credibility
 - Presence
 - Connecting
 - Self- Awareness

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Person Specification

		Essential	Desirable
Qualifications			
1.	Qualified to Degree level or to demonstrate substantial level of experience in SEND		
Experience			
2.	Experience working in a local authority SEND Service		
3.	Experience of working in an education setting with children and young people with special educational needs and disabilities.		
4.	Experience of partnership working with parents, headteachers and professional staff and agencies.		

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	Ability to summarise, analyse and evaluate complex information for a range of audiences.		
6.	Experience in data recording and performance monitoring		
7.	Experience of case management and resolving a wide range of issues.		
Knowledge/Skills			
8.	Knowledge of how and against whom discrimination operates to deny equality of opportunity.		
9.	Excellent time management skills		
10.	Excellent oral and written communication skills, including the ability to relate confidently and effectively with partners, members of the public and colleagues.		
11.	Knowledge and understanding of the SEND legislation.		
12.	Knowledge and understanding of person-centred approach.		
13.	An ability to work on own initiative, manage competing demands, work methodically, think systematically and achieve targets.		
14.	Good organisational skills and the ability to create and sustain systems to coordinate work processes.		
15.	Competency in ICT.		

Re-evaluation - approval (for re-evaluations, get approval to proceed from an SLT member)

I confirm approval to proceed:

SLT Member:		Signature:		Date:	
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