

Job Profile Comprising Job Description and Person Specification

Job Description

Job Title: Early Years to 16 Review Team Manager	Grade: P06
Section: Special Needs Assessment Service (SNAS)	Directorate: Children's Services
Responsible to: Special Needs Assessment Service Manager	Responsible for: 2 Senior EHC Co-ordinator 10 EHC Co-ordinators 2.6 EHC Assistants
Post Number/s:	Last review date: November 2024

Working for the Richmond & Wandsworth Better Service Partnership

This role is employed under the Richmond & Wandsworth Better Service Partnership. The overall purpose of Richmond & Wandsworth is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

Richmond & Wandsworth Better Service Partnership aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose

The Early Years to 16 Team Manager has responsibility for ensuring that the Primary and Secondary SEND Teams carry out statutory Annual Reviews and re-assessments for children and young people with special educational needs and disabilities (SEND), and issues and maintains good quality Education, Health and Care Plans (EHCPs) within the required timescales. This includes undertaking all phase transfers within required timescales.

The post holder to provide professional leadership and operational line management for the Primary and Secondary Review Teams within SNAS and work collaboratively with other teams and colleagues within SNAS to improve the experiences for families and the outcomes for young people. The post holders will work collaboratively with other services and partner agencies to improve outcomes for children and young people with an Education, Health and Care Plan (EHCP) living in Wandsworth.

Specific Duties and Responsibilities

1. To provide professional expertise and leadership to the team and wider stakeholders to ensure effective delivery of Wandsworth's statutory responsibilities for children/young people with special educational needs and disabilities, quality-assuring and maintaining robust processes in compliance with the Children and Families Act 2014 and associated regulations. This specifically includes leadership and governance over:
 - a. Coordination of all Annual Reviews and re-assessments where required, including the drafting, finalising and issuing of quality EHCPs within statutory timelines.
 - b. To monitor the quality of Annual Review reports and information to improve subsequent EHCP quality
 - c. Ensuring Annual Review statutory deadlines are met and re-issued EHCPs result in improved outcomes for children and young people.
 - d. Children and young people's safeguarding, including Children Missing Education (CME) and those at risk of CME, children looked after and children known to youth offending teams on the SNAS caseload are overseen rigorously and in partnership with relevant services.
 - e. Panels and decision-making processes about assessment, provision and placement.
 - f. Informal disagreement resolution (so that it takes place wherever possible), ensuring SNAS attendance at independent mediation, and that there are timely and robust responses to complaints from parents under the Corporate Complaints process, as well as to enquiries from elected Members (Councillors), MPs and Ombudsman complaints.
2. To provide effective operational management of the Primary and Secondary Teams to achieve a high level of compliance with the Children and Families' Act 2014 and other relevant national guidance and Council policies.
3. To support the Dispute Resolution and Tribunal Manager to ensure any appeals are managed efficiently and within deadlines and to disseminate learning from appeal outcomes.
4. To work collaboratively with schools, other children's services and relevant adult services to develop a person-centred approach, and to identify opportunities for integrated working aimed at delivering high quality EHCPs for children and young people.

5. To provide high quality reflective professional supervision and appraisal to direct reports which results in consistent high standards of casework across the service.
6. To make effective use of supervision and appraisal as an opportunity to critically reflect on casework and to identify learning and development needs to continually improve upon practice, and to support CPD.
7. To hold responsibility for the achievement of all performance indicators and targets relevant to EHCPs, Annual Reviews, re-assessments and phase transfers and to report on these to the SEND Service Manager and where appropriate to the Assistant Director of SEND and Inclusion, the Director for Education and the Divisional Management Team in line with the requirements of the post.
8. To undertake a range of quality assurance activities, including peer auditing, auditing of casework and EHCPs across the service in line with the Children's Services Quality Assurance Framework and ensure that peer auditing is embedded in each team. To participate and contribute to the implementation of the Quality Assurance Framework across the local partnership.
9. To be responsible for a range of service and budget decisions providing effective management, accountability and control of relevant high needs budgets, in particular.
10. To recruit, deploy, support, develop and retain appropriately skilled staff to support families and improve the outcomes of children and young people with EHCPs living in the Borough.
11. To work with the SEND Service Manager to provide management oversight on the allocation of cases across SNAS ensuring the most appropriate allocation of the team in order to ensure casework is administered efficiently, professionally and in a timely way.
12. To work in partnership with teams in the Education division, including, but not restricted to, the Schools and Community Psychology Service, the 0-25 Disabilities and specialist place planning, to ensure that children and their families receive high quality, appropriate EHCPs and services.
13. To promote the participation of parents and carers, children and young people in the evaluation, design and delivery of SEND through effective co-production.
14. To promote and implement the policies of the Council in relation to equalities and diversity in all aspects of service delivery and employee relations.
15. To represent the service, division, department and Council at a range of local and regional partnership meetings, and where appropriate deputize for the SEND Service Manager.

16. To draft a range of documents including team improvement plans; reports on professional and service issues; complaints and responses to Councillor and MP enquiries.
17. To be available out of normal office hours to give advice and guidance in emergencies.
18. To be aware of the principles of safeguarding as they apply to vulnerable children in relation to the post, particularly those affected by domestic violence, mental health, alcohol and substance misuse problems.
19. To undertake other duties as required by the SEND Service Manager, commensurate with the grade, role and function of the post.

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by Richmond and Wandsworth procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the roles within the Councils.
- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

Additional Information

Current Team Structure

Person Specification

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Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
Knowledge of the Children and Families Act 2014, the SEN and Disability Code of Practice 0-25 years. Knowledge of other associated legislation in relation to children and young people.	X		A/I
A sound understanding of effective performance management, including case audit, service user feedback and use of management systems.	X		A/I
Knowledge and understanding of child development	X		A/I
An up-to-date understanding of the preparing for adulthood agenda	X		A/I

Demonstrable experience of setting up, monitoring, and evaluating new supported employment pathways	X		A/I
Knowledge of safeguarding procedures relevant to vulnerable adults and children .	X		A/I
Excellent understanding of the roles, function and services of key partner agencies/services working with disabled children /young adults and their families, particularly health services, schools, colleges	X		A/I
An understanding of the role of elected Members	X		A/I
Knowledge of consultation methods and engagement with Stakeholders	X		A/I
Experience	Essential	Desirable	Assessed
Experience at a senior level within a special needs assessment service implementing the Code of Practice 2014 and supervising SEN Caseworks to deliver quality EHCPs within statutory timescales.	X		A/I
Experience of business and/or service planning and setting performance targets in a large public or voluntary sector organisation	X		A/I
Experience of working collaboratively with education, health and social care professionals, schools and other education settings and children and families in needs assessment and delivery.	X		A/I
Experience of using data and responding to it to improve practice.	X		A/I
Experience of managing complex cases including complaints and appeals to the Tribunal	X		A/I
Skills	Essential	Desirable	Assessed
Able to take the professional lead on complex cases, modelling best practice in service delivery and staff management.	X		A/I
Able to work flexibly and effectively under pressure and to be resilient and solution focused when facing challenges.	X		A/I
Able to communicate effectively and present complex information, including clear and concise reports to managers and partnership groups.	X		A/I
Demonstrable ability to make decisions in relation to children and young people based on sound assessment of needs and	X		A/I

appraisal of available options.			
Demonstrable ability to manage complex budgets.	X		A/I
A strong personal commitment to continuing professional development.	X		A/I
Able to ensure that equality of opportunity, valuing diversity, respect for difference and anti-discrimination are integrated into practice.	X		A/I
Qualifications	Essential	Desirable	Assessed
Good standard of education to degree level or equivalent.	X		A/I/C
Evidence of continuing professional development	X		A/I/C

A – Application form / CV

I – Interview

T – Test

C - Certificate