

## Job Description



<b>Job Title:</b> Experts at Hand Team Manager	<b>Service Area:</b> SEND and Inclusion	
<b>Directorate:</b> Children and Young People's Services	<b>Post Number:</b> tbc	<b>Evaluation Number:</b> 7846
<b>Grade:</b> PO7	<b>Date last updated:</b> NEW	

### **People at the heart of everything we do**

We are committed to putting people – Newham residents and Council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team.

### **Equality and diversity**

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity policy in the course of their work.

### **Protecting our staff and services**

Adherence to health and safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately.

### **Corporate parent**

We believe that every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.

## **Overall Purpose of Job**

This exciting new role will strategically and operationally lead Newham 'Experts at Hand' offer and team bringing together the relevant specialist teams and the wider partnership with a focus on delivering the vision outlined in Newham's SEND Reform Plan. This will provide a strong working line between our SEND and Inclusion Services and working closely with our transformation team.

- This multi-agency team will comprise of both commissioned roles via the ICB, as well as existing Local Authority staff. This includes Speech and Language Therapy Advanced, Occupational Therapy, Education Psychology and other professionals defined by our SEND Reform Plan.
- You will develop Newham's Experts at Hand offer in line with the ethos and objectives of 'Every Child Achieving and Thriving' as well as the wider Inclusion agenda as well as ensuring preparedness across the partnership and wider system for future statutory changes.

- Ensure exceptional and aspirational service delivery for the children, young people and families of Newham.
- There is scope for this role to develop alongside the release of new information and process from the DfE.

### **Key Tasks and Accountabilities**

This is a pivotal role to shape and embed a new culture to shape support for young people with additional needs across the Local Area. In particular:

1. Delivery and development of our core workstreams, aligned with the strategic priorities of our SEND Reform Plan and in partnership with our Inclusion steering group and wider SEND and AP Partnership, including the ICB.
2. Supporting educational settings across early years, statutory school age and Post 16 provision to develop inclusive mainstream provision and navigate the changes brought about by 'Every Child Achieving and Thriving' as well as other linked changes across the education sector.
3. Implementation of good practice via the Experts at Hand Team in support for children and young people with SEN earlier; provide relevant assessments and observations to support effective individual education plans for young people; and support those settings to provide effective school-based support and provision maps at a child and school level.
4. Management and development of partnership commissioned outreach services as part of the Experts at Hand Offer and working with partnership to identify capacity and sufficiency needs.
5. Quality assurance of specialist bases, delivery of specialist support packages and maintaining oversight of support bases.
6. Lead on monitoring, challenging, and supporting all education settings on the provision and effectiveness of SEN support and SEND incorporated. The role will provide assurance that the plans in place meet children's needs, and that resources are being used effectively across education settings.
7. Sustaining strong operational systems and partnerships with education settings and multi-agency forums to promote and improve meeting the additional needs of children earlier and to support them to stay in mainstream provision.
8. Develop and maintain operational procedures for identifying, assessing and intervening at critical points for children and young people with emerging SEN needs and in particular executive functioning, social and emotional and communication needs.
9. Maintaining continuous professional development for yourself and your team, ensuring practice is informed by current local and statutory guidance and up to date research.

10. Promoting best practice in supporting children with SEN/D across the wider children's system, through the development and delivery of training, coaching and other development activity.
11. Ensuring that the team and wider service provides consistently effective advice and guidance to lead professionals and schools, to meet needs earlier via modelling, coaching and direct intervention with and for children with additional needs, bringing in relevant external specialist where appropriate.
12. Ensuring focused and analytical assessments of need that identify the factors driving behaviour that are evidence-based and subject to regular review, incorporating the wishes and feelings of children, families and other stakeholders.
13. Presenting complex information verbally, and in writing for different audiences, producing comprehensive, analytic, high-quality reports and presentations that make cogent arguments based on current evidence and data, some of which will be used for statutory assessments.
14. Maintaining high quality, accurate and timely recording and data collection on relevant databases or recording systems, in accordance with departmental policy and statutory requirements, which clearly demonstrates the rationale for practice and management decisions, especially as relates to the instigation of legal procedures.
15. To promote the Local Offer, services for children with additional needs, attending conferences, exhibitions, open day events, parents' evenings, children and young people's forums, when requested.
16. To contribute to panels as required, either in person or by report, and feedback when required. Undertake or contribute to other projects/tasks that will enable the delivery of the Local Area SEND Reform Plan.
17. To represent the service, division, department and council at a range of local and regional partnership meetings, and where appropriate deputise for relevant managers.
18. To implement Newham Council's equal opportunities policies fully, and to work actively to overcome and to prevent discrimination in any part of the project.
19. The post holder may be required to work evenings,

## Personal Specification

<b>Job Title: Experts at Hand Team Manager</b>	<b>Service Area:</b> SEND and Inclusion	
<b>Directorate:</b> Children and Young People's Services	<b>Post Number:</b> tbc	<b>Evaluation Number:</b> 7846
<b>Grade:</b> PO7	<b>Date last updated:</b> New	

### IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

### EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

### PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

<b>CRITERIA- Essential</b>	<b>METHOD OF ASSESSMENT</b>
<p><b>KNOWLEDGE:</b></p> <p>Experience in the effective management of people, resources and assets so as to deliver improved outcomes against agreed targets and statutory timescales.</p> <p>Detailed knowledge of SEND legislation and guidance, including the Children and Families Act 2014, The Special Educational Needs and Disabilities Regulations 2014, The Special Educational Needs (Personal Budgets) Regulations 2014, The Equality Act 2010 and the SEN Code of Practice 2015. And related</p>	<p>Application and Interview</p> <p>Application and Interview</p>

<p>legislation such as the Mental Capacity Act.</p> <p>Experience of working collaboratively and in co-production with parents, young people, statutory and voluntary agencies to help develop local policy and practice.</p> <p>Experience of managing SEND workload and providing supervision and support around casework practice for front line staff.</p> <p>Experience of using Performance Information and Management Information to improve service performance and build high performing teams.</p> <p>Experience of analysing and presenting complex information orally and verbally</p> <p>Experience and understanding of the main current developments and statutory position relating to children and young people with special educational needs and disabilities (SEND)</p>	<p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p>
<p><b>EDUCATION/QUALIFICATIONS</b></p> <p>To hold a relevant qualification (e.g. teaching, social work, childcare, psychology).</p> <p>Or</p> <p>Considerable experience of working in an educational setting and / or an EHC Plan supervising/management/coordinator role.</p>	<p>Application and Interview</p> <p>Application and Interview</p>
<p><b>SKILLS AND ABILITIES:</b></p> <p>Excellent interpersonal skills. Proven ability to negotiate and persuade and build and maintain effective working relationships at all levels. Proven ability to communicate with, engage and influence children, young adults, carers, partners and stakeholders, in complex situations.</p> <p>Experience of supporting partnership working to deliver service provision to children and families.</p> <p>Good planning and organisational skills, with experience of working within general professional guidelines or organisational policy, to achieve service requirements.</p>	<p>Application and Interview</p> <p>Application and interview</p> <p>Application and Interview</p>

<p>Proven initiative and judgement to identify and resolve problems.</p> <p>Good ICT skills - both standard Microsoft applications and social care record and data systems.</p> <p>Good reporting and recording skills in accordance with expected statutory and internal processes.</p> <p>Proven ability to cope with conflicting and changing demands through good time management and the ability to work under pressure.</p> <p>Demonstrable determination to provide a high quality service and achieve challenging outcomes</p> <p>Ability to provide accurate guidance, information and advice to parents and young people.</p> <p>Ability to communicate complex issues in a clear and effective manner with a wide range of stakeholders and to advise, persuade, influence and be assertive as appropriate.</p> <p>Ability to chair meetings and deal effectively and sensitively with a range of individuals in a professional context.</p>	<p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p>
<p><b>PERSONAL STYLE AND BEHAVIOUR:</b></p> <p>Ability to build relationships across both internally and externally.</p> <p>Coproduction and cocreation at the heart of how they operate.</p> <p>Role models inclusive delivery to ensures diverse voices are heard and valued.</p>	<p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p>
<p><b>OTHER SPECIAL REQUIREMENTS:</b></p> <p>This post is subject to an enhanced DBS check.</p> <p>Willingness and ability to work occasional evenings and weekends to maintain service delivery</p>	<p>Application Form/Interview</p> <p>Application Form/Interview/Test</p>