

## Job Description



<b>Job Title:</b> Practice Learning Reviewer	<b>Service Area:</b> SEND 0-25	
<b>Directorate:</b>  Children and Young People Directorate – SEND 0-25	<b>Post Number:</b> 10024699	<b>Evaluation Number:</b>  TBC
<b>Grade:</b> PO7	<b>Date last updated:</b> 25/04/2023	

### Overall Purpose of Job

1. To achieve improvement in services for children with SEND; to work with the Principal SEND Officer, case officers, health and social care partners to provide the scrutiny, challenge and expertise that drives improvement via our practice learning framework.
2. To work with all partner agencies and other stakeholders and act on behalf of the council to achieve improvement in the delivery of services in the SEND 0-25 team that impact upon achieving improvement across CYPS.
3. To contribute to the effective operation of the SEND 0-25 Service and Practice Learning Framework

### Job Context

Newham has a young and diverse population, and is a dynamic and exciting place to work – it has recently seen an impressive investment in services for young people, and is the first borough in London to establish a Children and Young People's Commissioner. Newham is ambitious to become the best place for Children and young people, through the 'Towards a Better Newham' programme led by our elected Mayor. 2021 was designated the Newham's Year of the Young Person, when we celebrated the achievements and aspirations of children and young people across the borough.

The Practice Learning Reviewer will be an experienced senior SEND case worker, SEND teacher or team manager with a proven track record of practice improvement and experience of auditing within a quality assurance framework. Working to the Principal SEND officer they will actively collaborate to embed practice standards, drive service improvement and support operational teams and partner agencies to use quality assurance activity to assist in improving outcomes for children. The post holder will be confident in their use of data to inform improvement activity and have experience of developing and delivering a range of quality assurance activities and tools.

### Key Accountabilities

- The post is matrix managed, embedded in Quality Assurance and line managed by the Principal SEND Officer with monthly supervision from the QA service manager.
- The post holder has no line management responsibility; however, will be required to provide consultation, practice expertise, scrutiny and challenge to case-workers, practitioners and team managers on complex cases and service delivery.
- The post holder has no budgetary responsibility.

## **Key tasks and Responsibilities**

Key tasks and responsibilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

### **1. To be a role model for the values of the organisation which include, putting children first delivering excellent practice, valuing difference and diversity and striving for continuous improvement.**

- The post holder leads by example at all times.
- Contributes to the development and implementation of local authority policies and procedures in relation to the education of children and young people with a range of SEND.
- Demonstrates a secure knowledge and understanding of the legislative framework and statutory guidance which underpins SEND service delivery.
- Provides sound information and expertise to others across CYPS SEND 0-25 and shares with others their experience, knowledge and demonstrable skills.
- Provides firm evidence to support the judgements they reach.

### **2. To implement practice improvement frameworks within all aspects of the SEND 0-25 Service.**

- To participate in the development and implementation of the council's statutory responsibilities according to the Children and Families Act 2014 and the Code of Practice and Statutory Regulations 2015.
- To ensure case workers and team managers across the SEND 0-25 service are prepared for Ofsted inspection
- To ensure the delivery of the Practice Learning Framework across the SEND 0-25 team and partners.
- To design, conduct and drive the delivery of a range of quality assurance activities and tools that support staff in raising practice standards

- To develop, deliver and be a key drivers and role model in the use of practice observations and practice learning in the improvement journey.
  - Prepare and deliver training activities on aspects of the Practice Learning Framework
  - Contribute to the preparation and completion of thematic quality assurance reports
  - Contribute to the preparation and completion of improvement plans based upon findings from qualitative and quantitative data.
- 3. To provide the function of a 'critical friend' to case workers and practitioners within the SEND 0-25 team and hold others to account when acting at all times in the interest of children.**
- Establish collaborative relationships with practitioners at all levels of the organisation that serve as a basis for providing critical challenge and support in bringing about change.
  - Work with practitioners at all levels of the organisation to identify and build upon strengths
  - Escalate issues to senior managers when practice is seen not to meet the required standard and when improvement is not happening
- 4. To drive and support others in developing the knowledge and skills of SEND case workers and team managers, including systemic ideas, to improve practice**
- Prepare and deliver training activities aimed at developing the knowledge and skills of case workers and practitioners including systemic ideas with a focus on building good practice and identifying areas for improvement.
- 5. To measure the impact of practice delivery on achieving best outcomes for children and their family by increasing the amount of service user feedback being sought and assuring its reflection in service delivery and improvement.**
- Contribute to the design, delivery and drive of the service user feedback element of the practice learning framework by developing and delivering mechanisms that ensure that service users' experiences are routinely sought and reported and supporting other social practitioners to do so.

In addition to the above, the post holder will be expected to have developed expertise to enable them to:

- Deputise for the Principal SEND Officer

- To assist with key service work-streams which promote an integrated approach and multi-disciplinary working.
- To carry out other duties, within the competence of the post holder, as may be reasonably required from time to time.

### **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.

## **Personal Specification**



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### **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.

<b>CRITERIA</b>	<b>METHOD OF ASSESSMENT</b>
<b>QUALIFICATIONS:</b> To hold a relevant qualification (e.g., teaching, social work, childcare, psychology).	Application Form/Documentation

<p>Evidence of continuing professional development in line with the Knowledge and Skills for SEND caseworkers and managers</p> <p><b>KNOWLEDGE AND EXPERIENCE:</b></p> <p>Advanced level of Knowledge and understanding of Education legislation and statutory guidance including the Children and Families Act, the Code of Practice and Statutory Regulations , the Equality Act 2010 and the Education Act 1996</p> <p>Robust knowledge of best practice in a SEND context and social theories.</p> <p>Up to date knowledge of SEND standards and reforms.</p> <p>Substantial experience of SEND work within a breadth of roles/settings both as a practitioner and as a senior manager.</p> <p>Considerable strategic experience of overseeing complex matters and embedding a learning culture within their service area</p> <p>Experience of effective partnership working within a complex policy and service environment with a wide range of stakeholders.</p> <p>Knowledge and awareness of issues relating to communities from different racial and cultural backgrounds and Equal Opportunities.</p> <p>Experience of undertaking quality assurance/service improvement frameworks and/or carrying out quality assurance activities such as audits and practice observations.</p>	<p>Application Form /Documentation</p> <p>Application Form</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p>
<p><b>SKILLS AND ABILITIES:</b></p> <p>Ability to recognise what good practice looks like and demonstrate how to deliver practice at that level.</p> <p>Ability to take responsibility and demonstrate commitment to improving outcomes for children and their family.</p> <p>Ability to coach staff to support their development and promote good practice.</p>	<p>Application form/ Interview</p> <p>Application form/interview</p> <p>Application Form/Interview/Test</p>

<p>Ability to prepare effectively and meet deadlines including the delivery of presentations and written reports that include analysis and professional judgements</p> <p>Ability to develop, implement and monitor appropriate qualitative and quantitative indicators to measure the performance of the service.</p> <p>Ability to use management information to judge service performance and to devise and implement service improvement strategies.</p> <p>Ability to translate corporate policies into tangible service improvements.</p> <p>Ability to contribute to corporate projects on behalf of the Service.</p>	<p>Application form/interview</p> <p>Application form/interview</p> <p>Application form/interview</p> <p>Application form/interview</p> <p>Application form/interview</p>
<p><b>PERSONAL STYLE AND BEHAVIOUR:</b> Leads by example and role models effective behaviour</p> <p>Inspires others by creating a motivating and energetic context within which practitioners are driven and supported to improve.</p>	<p>Interview</p> <p>Interview</p>
<p><b>OTHER SPECIAL REQUIREMENTS:</b></p> <p>This post is subject to an enhanced DBS check.</p> <p>This post is exempt from The Rehabilitation of Offenders Act (1974).</p>	<p>Application Form/Interview</p> <p>Satisfactory clearance at conditional offer stage</p>