

Job Profile EHCP Deputy Service Manager

Grade: RB1 (Hay ID 390) Date

Created: June 2022, Reviewed January 2024

About the Job

- The overall purpose of this role is to provide effective leadership, ensuring children and young people (0-25) in Gloucestershire with an Education, Health & Care plan have access to inclusive and appropriate education so they can achieve positive outcomes enabling them to lead successful adult lives.
- This will be achieved by ensuring effective and quality partnership contributions across education health and social care to inform a statutory plan and compliance with timescales. Partnership and co-production with all stakeholders, to deliver quality advice, plans, monitoring of outcomes and ensuring educational progression for children and young people.
- This role is to deputise for the EHCP Service Manager as necessary.

This is what we need you to do:

- Operationally manage an effective EHCP (Educational Health Care Plan) Service which supports settings and individuals to achieve the best outcomes for children and young people
- Operationally manage, model, and embed relational practice.
- Contribute and operationally manage the service to work within a learning and performance culture, in which all staff are expected and enabled to develop their knowledge, skills and be accountable for the quality and impact of their practice.
- Contribute to the development and delivery of service development plans which reflect government directives, legislation, and local needs, enabling continuous review of impact and priorities to improve outcomes.
- Operationally manage and influence strong partnership working with a range of colleagues, professionals, and parents, enabling, and ensuring holistic partnership working.
- Ensure customer service standards are met, reviewed and revised in line with customer feedback and service evaluation. Developments and changes are co-produced with young people, families and stakeholders.
- Operationally manage the EHCP (Educational Health Care Plan) service in a delivering the statutory requirements in line with the Children and Families Act 2015.
- Develop the service in line with strategic intent, drive and deliver service improvement in culture, practice, policy, and operational delivery.
- Manage, monitor and evaluate and continuously improve the quality of SEND (Special Educational Needs and Disabilities) casework service and ensuring services are holistic child centred and outcome focused.
- Evaluation and quality assurance of plans, reviewing progression for children towards effective outcomes.

- Ensuring efficient and effective use of resource to meet children's needs and provide improved outcomes.
- Ensure that there are effective utilisation of travel policies and practice to enable increasing independence and efficiency of transport.
- Setting the expectation and management of inclusive practice and effective use of appropriate and suitable education, enabling children to grow up in their local communities and prepare for adulthood.
- To create an aspirational culture for children and young people which promotes independence, personalisation and co-production throughout education and travel arrangements
- Develop and implement data collation models to track trends and forecast SEND needs across the county to ensure the effective use of resources in achieving agreed outcomes for young children with SEND.
- Analysis and utilisation of quantitative and qualitative data to inform corporate reporting. Work closely with schools and other educational settings (pre-school, mainstream, academies, special schools and attached centres) on all aspects of SEND provision.
- Regional networking, sharing, and influencing regional SEND (Special Educational Needs and Disabilities) development plan. Learning from regional networks, developing local operational management and leadership practice.
- Participation, informing and influencing local and national change programmes.

Special Conditions

- Under the provisions of the Local Government Housing Act 1999, this post is deemed to be politically restricted.
- Car owner/driver, with access to a vehicle within working hours, and hold a current full driving licence valid for driving in the UK.
- This post is subject to enhanced DBS clearance, and you will be asked to apply for a Disclosure certificate if you are offered the position.

Monitoring and ongoing development of outcomes

As part of the annual appraisal, outcome-based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the council reserves its right to amend or add to the accountabilities listed above.

The ideal candidate will have...

Experience:

- Substantial experience of working within the education sector
- Experience of effective leadership and management
- Management experience of leading/managing change
- Experience of multi-agency working and working across organisational boundaries and with parents; including chairing of multi-agency meetings
- Experience of developing innovative and creative solutions
- Experience of effectively managing statutory processes
- Resource management experience

Knowledge, Skills and Understanding:

- Post-qualifying award or management qualification.
- Knowledge and practical interpretation of education and SEND legislation, guidance and best practice, local developments, and strategic priorities.
- Ability to create an inclusive/enabling response to meet the needs of children with SEND.
- Ability to provide effective support and constructive professional challenge to stakeholders.
- Knowledgeable about effective provision for CYP (Children and Young People) with SEND,
- Proven skills in managing effective involvement and partnership work with stakeholders, (including parents, young people, families, voluntary & private sectors, and partner services) to develop and improve outcomes.
- Good communication skills, both written and verbal at all levels
- Able to develop proactive and effective partnerships and multi-agency working to achieve joint outcomes and take a holistic approach.
- Ability to use data intelligence effectively to operationally use to best effect.
- Effective skills in managing resource to best effect.
- Negotiating and influencing skills

Behavioural attributes:

- Demonstrates Gloucestershire Leader/Employee Behaviours.
- Able to use initiative and be proactive.
- Is politically astute with the credibility to provide leadership in a range of contexts and build credible relationships with schools.
- Excellent interpersonal skills, able to work independently and as part of a team with a range of partners.
- Resilient with a positive attitude to problem solving and innovative and flexible approach to challenges.
- Excellent organisational skills with the ability to meet challenging timescales and respond effectively to unpredictable and unplanned changes to priority.
- Ability to champion the needs of vulnerable children, young people, and their families.
- Able to empower others, ability to provide expert advice and guidance to increase skills and confidence in others.
- Committed to achieving the best outcomes for children and young people – taking responsibility, being professionally curious and holding self and others to account.

Education & Qualifications:

- Educated to degree level or equivalent experience.
- Evidence of continuous professional development
- Teaching qualification or equivalent experience in education settings

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There are also a number of generic requirements that are applicable to all employees within the Council. There can be found at the following link:

<http://staffnet.gloscc.gov.uk/index.cfm?articleid=8579>