


Job Description			 Nottinghamshire County Council
Title	Department	Post Ref	
Early Years/KS1 Strand & Locality Lead (Bassetlaw & Newark)	Children and Families Services: Education, Standards and Inclusion - Schools and Families Specialist Services		
<b>Job Purpose</b> <i>To work collaboratively with a range of internal and external SEND partners within a locality to develop and implement efficient systems and processes to support schools to make effective provision; access the most appropriate, advice, guidance and resources to enable children and young people with complex SEND to make appropriate progress from their starting point, in appropriate settings; and to support the appropriate preparation for adulthood at each phase of the child/young person's education.</i>			
<b>Key Responsibilities</b> <ol style="list-style-type: none"><li>1. To support the corporate work and achievements of the County Council, especially the achievement of the vision, objectives and targets set out in its Strategic Plan.</li><li>2. To project a positive image of the County Council to the public, partners and stakeholders, including the DfE and to act as an exemplar in carrying out duties in a positive, professional and flexible manner.</li><li>3. To actively promote collaborative working within Children and Families Services and other stakeholders.</li><li>4. To work flexibly to develop and refine the locality working model over time taking into account learning from annual reviews to build on what is working well and adjust working practices where necessary, in collaboration with internal and external partners.</li><li>5. To provide feedback to other Nottinghamshire County Council Teams supporting vulnerable and disadvantaged CYP, to inform co-ordinated and coherent support to schools and families.</li><li>6. To lead and co-ordinate a range of SEND functions within the named locality, working closely with SFSS locality teams from across all specialist strands and a range of partners to ensure that CYP with SEND, have their needs met in the most appropriate provision.</li></ol>		<b>Key Accountabilities</b> <ol style="list-style-type: none"><li>1. Specified service targets within agreed resources</li><li>2. Effective supervision of staff to secure high levels of performance</li><li>3. Contributing to the improvement of the educational and life outcomes for children and young people with SEND related to the specialist strand other SEND</li><li>4. Alert the team manager to any issues that could affect performance</li><li>5. Ensure that team members deliver specialist services to children, schools and families in an efficient , effective and timely manner</li><li>6. Ensure that professional standards within the team conform to the appropriate quality standards for the specialist area</li><li>7. Effective record keeping and report writing</li></ol>	

7. To promote inclusion in mainstream provisions by leading the collaborative work alongside a range of SEND partners in line with the presumption for mainstream placement, as set out in the SEND Code of Practice.
8. To work collaboratively with the key SEND partners to monitor the effectiveness of the use of the locality High Needs budget.
9. To manage SFSS personnel providing SEND support, advice and guidance to publically funded schools, within the area of *Early Years*, including the relevant District SENCOs
10. To support SFSS personnel working within *Early Years* to develop training, resources and materials to build capacity in the school-led system to meet the needs of CYP with a range of complex SEND.
11. To put strategies in place to ensure that children, young people and their parents/carers voices are heard in respect of the work of SFSS and the information is used to inform practice.
12. To ensure that staff working within the specialist strand are fully compliant with all safeguarding policies and processes.

**The post holder will perform any duty or task that is appropriate for the role described**

**Person Specification - Locality Lead Manager (XX – locality/*Early Years*)**

***Education and Knowledge***

1. Qualified teacher status
2. Relevant leadership experience of improving outcomes for children and young people in the field of SEND
3. Evidence of comprehensive relevant professional development, including specialist training courses and qualifications
4. Knowledge and understanding of the principles and practice of effective people management and excellent customer service
5. Knowledge and understanding of the council's key personnel policies and processes
6. Extensive knowledge of the educational implications of the range of special educational needs appropriate to the specialist strand and across other areas of SEND
7. Knowledge of current policies, statutory guidance and research in the assigned specialism, the SEND Code of Practice and the Equality Act 2010
8. Up to date and working knowledge of child development and the requirements of the Foundation Stage and National Curriculum.
9. Knowledge and understanding of the responsibilities and processes relating to safeguarding children and young people

***Personal skills and general competencies***

1. Sets an excellent example of customer care for other staff
2. Effectively sets direction for the team, providing motivation for all to deliver high performance
3. Anticipates customer needs to provide excellent service continually striving to improve efficiency and effectiveness
4. Sets challenging targets for performance for the team as well as delivering a high degree of personal effectiveness
5. Ensures the Council's policies for fairness and respect are delivered including setting high personal standards
6. Takes an active role in managing risk, health and safety and safeguarding issues
7. Makes positive relationships with staff, service users and colleagues from other agencies
8. Provides feedback, support, coaching and training to staff in the service and in schools

**Experience**

1. Minimum of 5 years post qualification teaching experience of which at least 3 years should be working with children within the specialist strand
2. Experience of managing staff involved in complex casework across the specialist areas
3. Experience of other SEND
4. Experience of collaborative work with a range of professionals and agencies.
5. Experience of working in partnership with parents/carers

**Person Specification – Locality Lead Manager*****Role Dimensions – The Post holder is responsible for:***

1. Promoting and supporting the county council's SEND Strategy
2. Coordinating and delivering educational support and advice from within the specialist strand, to staff in schools and settings which are attended by children and young people with complex SEND.
3. Developing and maintaining effective systems of data collection and analysis across the locality and specialist strand to identify schools that are at risk of failing to meet the needs of children and young people with SEND and use this to target those requiring universal and targeted support; and for ensuring that staff use this data to inform interventions and improve outcomes for children and young people.
4. Providing line management for teachers and District SENCOs within the specialist strand and facilitating improvements to their performance to ensure that staff have access to strategic professional development, opportunities advice, support and guidance, as necessary.
5. Undertaking appraisal, performance management and supervision of practitioners within the specialist strand
6. Receiving referrals for strand support from Springboards and allocate strand staff on a priority basis to schools across the 3 localities and share the information on allocations with Locality Lead Managers and the District SENCOs.

7. Facilitating SFSS locality staff meetings twice a term to share intelligence around the effectiveness of current deployments, impact, emergent issues and good practice and to review the implications for future deployment, training and resource allocation.
8. Linking with the team manager and other locality lead managers to match capacity to demand within each locality and across the county.
9. Working collaboratively with the ICDS locality leads and other educational professionals to facilitate regular locality meetings involving key professionals to inform decisions regarding adjustments to provision, appropriate SEND support, to monitor pupil outcomes and progress, consider the need for an EHC assessment and/or plan and monitor the effective use of SEND funding, and where necessary, to recommend and challenge decisions about future placements.
10. Overseeing support, guidance and training to staff within the specialist strand to ensure their compliance with safeguarding policies and processes.
11. Ensuring appropriate liaison with other SFSS teams (Sensory Team and Home and Pre-School SEND Team), with the Education Improvement Area Leads and the Strategic Lead for SEN within EIS.