

<b>Directorate:</b>	<b>Children, Young People and Education</b>
<b>Unit/Section:</b>	<b>SEN Assessment and Placement</b>
<b>Grade:</b>	<b>KR12</b>
<b>Responsible to:</b>	<b>SEN ICT Strategic Manager</b>

### **Purpose of the Job:**

To provide the local authority with highly specialist occupational therapy advice in relation to educational contexts so that they can develop policy and practice to extend collaborative practice in relation to the Code of Practice.

To develop, evaluate, monitor and review a framework for occupational therapy provision for the Local Authority in relation to special educational provision. Working with partners from KCC services, schools, settings, NHS providers, independent providers children/young people and their families and carers and CCG based commissioners as appropriate.

To undertake individual provision analysis reviews of individual personalised arrangements for therapy (IPAT) cases alongside the SEN Therapies team where there is a requirement to secure and monitor qualities of highly specialist therapy provision requirements or arrangements. This post may involve engagements in wider work stream activities and project work in relation to SEND service delivery improvements.

### **Main duties and responsibilities:**

- To provide highly specialist advice to business units within KCC, schools, parents, NHS Commissioners and Providers. To work collaboratively within the SEN therapies team to ensure integrated provisions are sourced from Speech and Language Therapy, Physiotherapy and Occupational Therapy as appropriate.
- To work under the SEN statutory framework dealing with highly complex cases, developing solutions and devising commissioning-based support for KCC to ensure the LA meets its statutory duties. Support the key commissioning activities and processes of co-produced personalised provision in regard to procurement and stability of therapy spend.
- To analyse patterns of service need to inform business planning. Seek a wide range of solutions that address highly complex issues and hold to account other fund holders. Maintain constructive relationships with a broad range of internal and external stakeholders, to support SEND service developments and work stream related activities.
- To identify where individual complex case issues need to be addressed strategically as part of a whole systems approach. Work with KCC senior managers and partner agencies across Kent to establish joint working policies and practices to ensure continued service development and effective delivery.
- To develop mechanisms of evaluation, providing feedback at senior leadership level and influencing policy and practice across Kent.

- To be responsible for agreeing LA spend on occupational therapists for identified children. Ensuring that spend follows recommended commissioning cycles to provide best value and ensuring costs for individual commissions are appropriately monitored and reviewed.
- To work with the SEN finance team to monitor spend on individual commissions from the independent providers.
- To manage KCC contracts with Independent therapy Providers. To monitor qualities of provision and performance manage any issues that arise.
- To provide supervision, advice, and support for the group of independent providers of occupational therapy in order to develop partnerships between KCC and independent therapy provision resources to build capacity and improve shared understanding.
- To identify training needs and develop means to provide or devise and deliver training programmes across KCC and corresponding therapies providers.
- To participate in relevant internal and external working groups/projects, and initiatives to provide information and analysis of personalised arrangements for occupational therapy and integrated therapies. Present information and issues, explaining highly complex situations to a wide range of internal and external stakeholders.
- To have an in-depth, current knowledge of national and local policy and legislation affecting Education, Health and Social care to provide strategic solutions advising on business plan content.
- To keep current clinical skills as a highly specialist Occupational Therapist and HCPC standards, maintaining HCPC registration.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

## Organisational Responsibilities

All corporate directors, directors and senior managers have an explicit responsibility to deliver the collective agenda of the Council. These are fundamental elements of their role not an addition and are summarised as follows:

### Whole Council

- Seek to improve the lives of all residents in Kent and economy of Kent
- Act as corporate parent to the Council's looked after children
- Take an active role in promoting and ensuring the Council's responsibilities for safeguarding are met.
- Understand, communicate and contribute to the delivery of KCC's strategic aims
- Meet statutory obligations and promote and ensure compliance with policies and procedures and the Council's Code of Conduct (Kent Code).
- Advise elected members and support the democratic process
- Promote the Council brand and enhance the overall reputation of the Council
- Understand and monitor the measures of performance, including customer insight, which define successful outcomes for KCC services
- Maintain and ensure a relentless focus on the customer
- Act to support the Council-wide need to deliver services within budget, thereby avoiding an overspend that could damage the financial viability of the Council
- Overcome professional and service silos to achieve the County Council's objectives

### Integration of Services

- Focus resources where they have the biggest impact
- Deliver services that are flexible and adaptable
- Integrate services within KCC and work with partner agencies to ensure a seamless customer experience
- Fully and inclusively engage all staff in the delivery of services, demonstrating the Council's leadership values and competencies.
- Embedding Commissioning and Engaging relevant markets
- Establish an outcome focused organisation
- Meet the financial regulations and standing orders of KCC
- Challenge the status quo and engage with the market to constantly improve
- Ensure all services are delivered effectively and efficiently
- Proactively and continuously seek to improve service delivery
- Proactively manage risk to avoid inertia whilst not exposing the Council to needless and avoidable challenge or loss

### Managing Change

- Understand and support the Authority's overall change agenda
- Deliver required outcomes of service specific change on time and to budget
- Understand the quality of staff, support their development, nurture those with talent
- Identify the skills for the future and the level of staff through robust workforce planning
- Identify and deal with underperformance.
- Deliver to agreed budget and income targets.

## Kent County Council

### Person Specification: SEN Occupational Therapy Professional Lead

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Occupational Therapy Degree qualification or equivalent.</li><li>• Relevant post graduate clinical and leadership training.</li><li>• Registered with the HCPC.</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• A significant level of post qualification experience with substantial experience of clinical supervision.</li><li>• Experience of complex problem solving with both range of professionals and families.</li><li>• In depth experience of working in educational settings</li><li>• Experience in policy, planning and service development</li><li>• Significant experience of working with other professionals across organisations.</li><li>• Experience in managing professional boundaries when operating in different roles representing different commission arrangements.</li><li>• Experience of managing conflicting tasks and priorities.</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Excellent interpersonal and networking skills.</li><li>• Highly developed negotiation skills and the ability to facilitate these skills in others.</li><li>• Demonstrates excellent analytical and reflection skills.</li><li>• Demonstrates leadership and team building skills.</li><li>• Able to synthesis and present complex information.</li><li>• Able to solve complex problems by using knowledge of national and local policy and procedures relevant to education, health, social care.</li><li>• Excellent presentation skills both written and verbal.</li><li>• Excellent organisational and prioritisation skills and ability to work under pressure.</li><li>• Able to use all IT equipment and software to the level required of the role.</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Knowledge of evidence-based practice relevant to children and young people.</li><li>• Knowledge of national policy and procedures</li><li>• Knowledge of SEN statutory legislation and its application within the context of Kent.</li><li>• Awareness of standards of record keeping and information governance.</li><li>• Knowledge of commissioning cycle.</li></ul>

<b>BEHAVIOURS AND KENT VALUES</b>	<p>Kent Values:</p> <ul style="list-style-type: none"><li>• We are brave. We do the right thing, we accept and offer challenge</li><li>• We are curious to innovate and improve</li><li>• We are compassionate, understanding and respectful to all</li><li>• We are strong together by sharing knowledge</li><li>• We are all responsible for the difference we make</li></ul>
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