

## Kent County Council

### Job Description: SEN District Lead (Assessment and Placement)

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<b>Directorate:</b>	<b>Children, Young People and Education</b>
<b>Division:</b>	<b>Special Educational Needs &amp; Resources</b>
<b>Grade:</b>	<b>KR9</b>
<b>Responsible to:</b>	<b>SEN Area Manager</b>

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

To be the District lead for all aspects of the statutory assessment process with particular responsibility within a defined district. To manage a team of staff to ensure the Council is able to discharge its statutory duties in relation to the children, young people and their families/carers known to the service. To be the named SEN Officer for the schools in a defined district. This post may carry a small caseload in negotiation with County SEN Assessment and Placement Manager.

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

##### **Role specific**

1. To monitor staff and workloads to ensure the council meets its statutory obligations in relation to those children, young people and their families/carers within a defined district: this includes deputising for the Area manager as required and cover for other District leads mostly within their own defined area (but may on occasions include cover across the County) as required . This could include attendance at meetings or chairing of Council SEN decision making forums such as County Panel.
2. To manage small caseload in negotiation with County SEN Assessment and Placement Manager. To conduct all statutory processes within timescales and in a professional manner ensuring close collaboration with young people and the parents and carers of children and young people.
3. To manage Admin and Clerical staff and SEN Assistants including effective induction process and programmes take place. This will require the post holder to supervise staff caseloads ensuring that rigorous monitoring and auditing of service user cases are in place and where areas of concern are highlighted that these concerns are dealt with or escalated to Area Manager.
4. To adhere to all Kent policy, process and systems associated with Statutory Assessment and placement including the DPS.
5. To engage with parents in a collaborative manner to ensure swift resolution of any issues, including participation in informal dispute resolution or formal mediation. This will require the post holder to develop effective working relationships with young people and the parents or carers of children and Young people who have EHC Plans (or SEN).
6. To be responsible for developing effective working relationships with schools in your district including providing challenge, advice and information as appropriate as well as wider professional and key stakeholders within the specified district and area.
7. To work closely with Tribunal team to co-ordinate Tribunal evidence gathering and ensure all parties provide accurate and appropriate information within timescales.
8. To represent management at meetings as required, in relation to the service with partner agencies, schools, colleges and voluntary groups internally and externally, acting and dressing professionally and courteously throughout.

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.

## Kent County Council

### Person Specification: SEN Assessment and Placement District 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>• NVQ level 5 or equivalent experience.</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Practical experience in a relevant field to include working with parents and schools in challenging situations.</li><li>• Experience of managing conflicting priorities.</li><li>• Management experience including performance management.</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Able to communicate with a wide range of professionals and stakeholders, in particular young people and the parent or carers of young people and children who have EHC plans (or SSEN) or are going through Statutory Assessment processes.</li><li>• Evidence of being able to work successfully under pressure and on own initiative with good time and resource management skills.</li><li>• Evidence of being able to successfully manage a team to deliver service.</li><li>• Ability to analyse and interpret information from a wide range of sources including professional reports and to convey information in a range of appropriate formats fit for intended audience within timescales.</li><li>• Resilient.</li><li>• Able to use all IT equipment and software to the level required of the role.</li><li>• Ability to support children, young people and families to implement the EHC plan.</li><li>• Ability to work with others to negotiate and agree actions.</li><li>• Ability to work in partnership with other involved practitioners.</li></ul>

<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge of the importance of early intervention and support.</li> <li>• Good knowledge of SEN legislation and its application within the context of Kent.</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>