Role Profile

Part A - Grade & Structure Information

Job Family Code	**10PCS**	**Role Title**	**Senior SEND Advisor**
Grade	PS10	**Reports to (role title)**	**SEND Lead**
		Directorate	**Children's, Schools and Families**
JE Band	371-438	**Service**	**CSF Commissioning and Prevention**
		Team	**Early Help**
		Date Role Profile was created	**01/01/2017**

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	To work directly with settings and children with complex SEND support needs The post holder will demonstrate a high level of SEND knowledge and experience and be committed to gaining the best outcomes for Children.
Work Context	The Families Service is a new service bringing together the Troubled Families offer, the Youth Support and Youth Work Service and Children's Centres to create a 0-19 (up to 25 with additional needs) Early Help and targeted support service for vulnerable families , children and young people in Surrey. The post holder will establish a network of contacts, liaising and working in partnership with them to meet the legislative requirements. This will require the post holder to develop positive and supportive working relationships with a range of other individuals and organisations.
Line management responsibility if applicable	This post will have line management responsibility for a small team.
Budget responsibility if applicable	none
Representative Accountabilities Typical accountabilities in roles at this level in this job family	Risk Management • Identify opportunities and risks associated with the service and escalate / report to management. • May undertake the role of expert practice lead, managing highly complex cases and leading consistency and standards of practice in a defined geographical area. • Conduct assessments in complex or high risk circumstances ensuring appropriate actions are taken in response to identified safeguarding/wellbeing issues to increase the protection of vulnerable people. Service Development • Contribute towards developing professional policy, standards and procedure and / or developing and implementing team plans and monitoring and reviewing of services to enhance quality of service. Planning & Organising • Manage the planning and delivery of services and caseload or projects for own area involving some specialist knowledge or assessment. • Contribute to service plans and plan staff resources to maintain operational delivery of services.

	Finance/Resource Management • Assist with budget/resource/funding management in accordance with the council policies and procedures. Work with others • Liaise, communicate and build relationships with other internal departments, partner organisations, agencies and/or contractors to share knowledge or best practice and ensure quality, integrated service delivery. • Work in partnership with service users, their families/carers. People Management • Manage an operational team or specialised function, and organise deployment of staff and work and/or appropriate support for service users. • Monitor and support the performance management and development of team members, using a coaching approach, to ensure that individual contributions are maximised. Duties for all Values: To uphold the values and behaviours of the organisation. Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity. Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.
Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	• Relevant professional qualification and relevant registration where required and experience, or considerable experience of working within the service area. • High level working knowledge of relevant legislation and procedural frameworks and practice standards • Able to plan and carry out specialist assessments and deliver and oversee programmes or packages of care and support. • Ability to manage budgets in accordance with financial procedures. • Proven written and oral communication and interpersonal skills with good negotiation and influencing skills, and the ability to maintain effective working relationships at all levels. • Competent in a range of IT tools including MS Office and database management systems. • High level problem solving skills with the capacity to devise and implement innovative solutions. • Demonstrable experience in successful recruiting, managing, coaching and developing of staff. • Understanding of the principles of confidentiality and information governance and how these apply to social care. •Ability to communicate with compassion and authority in challenging situations and with resistant individuals, be able to effectively engage with people in complex situations both short-term and building relationships over time. • Satisfactory DBS clearance might be required.
Details of the specific qualifications and/or experience if required for the role in line with the above description	Indepth experience of supporting the sector to support children with complex SEND needs. Experience of line management desirable The willingness to be dynamic, forwarding thinking, solution focused and creative Evidence of commitment to CPD

Role Summary	Roles at this level manage operational service delivery or are an expert practice lead supporting consistency and standards of practice, in a defined service or geographical area. They will often have key responsibilities in planning resources and procurement and commissioning of cost effective and innovative services. They will require a professional qualification or extensive practical experience. They work with a range of agencies and extended services in various settings, to provide advice and guidance to support the service user group. They will plan and ensure progress within established procedures and policy, and respond effectively to changing priorities and different situations. Forward planning could be for months ahead and the role will contribute to longer-term development. They will work largely autonomously with access to guidance from more experienced professionals.

Reason for Benchmarking - please complete the appropriate Business Case below		
Reason	**Guidance for Business Case**	**Business Case**
A - Creation of a new role	Please provide context to the creation of this new role.	
B - Creation of a new role as a result of a reorganisation	Provide context for the reorganisation. Please include sufficient detail to explain the extent of the reorganisation (team level, department level, etc) as well as the impact on the responsibilities associated with this profile. How has this work been carried out previously and why this is no longer appropriate or, if there are new tasks, why do they need to be undertaken?	The operating environment for local government children's services in Surrey is summarised by increased demand, reduced funding and regulatory pressure. This context requires the Council to change and adapt in order to meet its legal duties and residents expectations. The Council is already struggling to work within the budgets they have and currently forecasts to overspend by £22m of which £5m relates to CSF. Therefore, commissioning arrangements require significant join-up and establish a culture and practice of 'one team' that will transform early help services, improve the quality of practice, reduce demand and deliver value for public money.
C - The profile has been reviewed to more accurately reflect the existing duties of the current role	Please explain how the responsibilities of this profile have changed and what the impact of this has been on the team/department. Please state the current grade/level of the role and why the changed responsibilities sit appropriately at the proposed level.	
Date new role profile has been agreed with the role holder(s) Reason C of the business case only		
OM Number of the position - Reason C of the business case. State all position numbers that are affected, if there is more than one position with the same role title and grade. Please note that all position holders have to agree.		
Current grade of the position - Reason C of the business case		
Manager's OM Number this role reports to - Reasons A,B, C above		20101258

Requesting manager's details

Manager's name	Manager's role title	Date request submitted to HR
Ben Byrne	Head of Early Help	Jan-17

Approval Section

Requesting manager to confirm:
1. Head of Service approval for the creation/amendment of the role
2. Senior Manager confirmation of the available budget

Please note that it is your responsibility to obtain the appropriate authorisations before the job profile is submitted for job evaluation.

Position	Name	Date of approval
Head of Service	Ben Byrne	Jan-17
Senior Manager	Sarah Gooding	Jan-17

To be completed and approved by an HR Advisor

HR Advisor to confirm that the role is at a correct level within the particular Job Family

Position	Name	Date confirmed benchmarking to JE Coordinator
HR Advisor/Senior Advisor		

To be completed by JE Coordinator

Reference Number	