

Job Description

Primary+ Team Manager

Service:	Specialist Teaching Service	Team:	Inclusion
Location:	Countywide		
Salary range:	£46,566 - £51,402	Grade:	L5-9
Reports to:	Specialist Teaching Senior Manager	Staff responsible for:	0-10

Job Purpose

- To contribute to the leadership and management of the Specialist Teaching Service, whilst taking direct responsibility for a reduced caseload, as allocated by the Specialist Teaching Senior Manager.
- To ensure the work undertaken by the Specialist Teaching Service optimises outcomes for the children and young people of Lancashire, particularly those with special educational needs and disabilities.
- To work in collaboration with children and young people, their families, schools and other educational providers and the wider workforce in order to ensure that children and young people up to the age of twenty-five feel safe, do well, are happy and healthy, and feel listened to.
- To undertake direct work with children, young people, their families, settings, schools and other educational settings.
- To ensure effective transitions between settings for all children and young people with SEND.

Accountabilities/Responsibilities

- Assist the Inclusion Service managers/strategic lead for the Specialist Teaching Service in leading, managing and being accountable for the performance of Inclusion Service staff within the locality and manage performance at all levels locally.
- Contribute to the strategic development and support to schools and settings in line with national and local strategies, signposting to relevant support materials.
- Work with staff to ensure that through early identification, assessment and appropriate intervention the special educational needs of children and young people are met and monitored
- Work collaboratively with the Inclusion Service managers/strategic lead for the Specialist Teaching Service to ensure the development of service policies and procedures and there is equity of service delivery across areas.
- Carry out and ensure full implementation of performance management and appraisal systems and ensure staff have the capacity and capability to deliver specialist support as required.
- Enhance, empower and develop the skills of the wider workforce within schools and settings to ensure consistent, effective and efficient approaches to inclusion, participation and progress of children and young people with special educational needs and disabilities
- Develop the skills, knowledge and role of parents/carers in the active participation in the education of their child and contributions to service delivery.
- Teach and provide advice and guidance to various settings.

- Be responsible for the collection, analysis and reporting of all data to inform local planning and intervention for children and young people with SEND
- Be responsible for managing and monitoring allocated budgets and other resources in order to deliver agreed outcomes.
- Take a lead on one strategic key area of development as identified by the SEND Service managers.
- Attend meetings as representative of Inclusion Service as directed by Inclusion Service managers/ Specialist Teaching Service Senior Manager.
- Monitor the effectiveness of the health and safety arrangements and systems of the county council, supporting the service manager with assessing risks and ensuring improvement is made where necessary.
- Undertake any other duties as required/ directed by the service manager / Head of Service.

Other

- **Equal Opportunities**
We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.
- **Health and safety**
All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.
- **Customer Focused**
We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Our Values

We expect all our employees to demonstrate and promote our values:

- **Supportive**
We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.
- **Innovative**
We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.
- **Respectful**
We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.
- **Collaborative**

We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone.

Person Specification ***Primary+ Team Manager***

All the following requirements are essential unless otherwise indicated by *

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

Qualifications
<ul style="list-style-type: none"> • Qualified Teacher Status • Qualification in Primary / Secondary Education. <p>*SEN qualification</p> <p>* Recognised management & leadership qualification / relevant experience.</p>
Experience
<ul style="list-style-type: none"> • Experience of managing and leading a team through a process of change successfully • Experience of interpreting and understanding data and/or budget information • Experience of implementing effective monitoring and evaluation strategies • Thorough and up to date knowledge of the national curriculum and its wider implications for at least one specific area of SEND. • Successful teaching of pupils with SEND in a range of settings • Recent delivery, planning and development of training
<ul style="list-style-type: none"> • Ability to use ICT applications and willingness to develop further skills • Thorough and up to date knowledge of the National Curriculum and recent developments. • Knowledge and experience of implementing inclusive provision in settings/schools for children with SEND • Effective interpersonal and communication skills • Up to date knowledge of legislation and guidance in relation to SEND and its implications. • Knowledge and awareness of national and local policies relating to child protection, safeguarding, equality and community cohesion. • Ability to work in partnership with parents, settings, schools, other professionals and the local community • Knowledge of recent developments of OFSTED, self evaluation and monitoring systems. • Ability to develop and promote a positive image of the Service both locally and nationally <p>* Experience of EYFS to support effective transitions into primary school for children with SEND.</p>

Other essential requirements

- Commitment to inclusion and diversity.
- Commitment to health and safety.
- Display the LCC values and behaviours at all times and actively promote them in others.
- This is an essential car user post:
You will be required to provide a car for use in connection with the duties of this post and must be insured for business use. In certain circumstances consideration may be given to applicants who, as a consequence of a disability, are unable to drive

Directorate Core Values

Adult & Community Services Directorate	Children & Young People Directorate
<p>We believe in putting people first – promoting independence, opportunity, protection and inclusion.</p> <p>Our core values are:</p> <ul style="list-style-type: none"> • Everyone is unique and should be treated with respect. • Working in partnership is more effective than working alone. • People who use our services, and their carers, should be fully involved in decisions about their lives. • Everyone has a right to free access to information. • Our services should respond to the diversity of our local communities. • Our workforce is our most important resource. Investing in our staff, involving them in decisions and developing flexible ways of working achieve better results for the people who use our services. 	<p>We believe we can make a positive difference to the lives of children and young people.</p> <p>Our core values are:</p> <ul style="list-style-type: none"> • the role of parents, carers and everyone who has parenting responsibilities; • what children, young people and their families want to tell us; • the power of people working together to achieve common aims; • good public service; • the richness of our diverse communities and cultural heritage; • the essential contribution which education and learning make in improving the lives of children and young people; and • the creative contribution made by children and young people to their communities.
Environment Directorate	Office of the Chief Executive Directorate
<p>Our core values are to:</p> <ul style="list-style-type: none"> • develop and maintain safe and effective transport systems; • support and protect Lancashire's people and businesses; • improve the quality of Lancashire's environment and quality of life for the people of Lancashire; • help regenerate Lancashire's urban and rural areas; and • plan a better, more sustainable future for Lancashire. 	<p>Our core values are:</p> <ul style="list-style-type: none"> • governance; • corporate working; • partnership working; • community leadership; • communication; and • service delivery.
Resources Directorate	
<p>Our core values are to:</p> <ul style="list-style-type: none"> • satisfy the council's customers within the legal and financial restrictions placed on us; • support and develop our staff; • increase the extent to which we aim for, measure and improve service performance and standards; • help build strategic capacity for the county council; • maintain good governance; • support partnership working; • maintain consistency across the whole of the county council; • understand and share the objectives of the council and its directorates, whilst acting always in the interests of the council as a whole; and • promote efficiency and value for money. 	<p>To help achieve these objectives, we will continue to develop a working environment where:</p> <ul style="list-style-type: none"> • ideas flourish and participation is the norm; • communication, feedback and praise go in all directions; • everyone contributes with the aim of achieving agreed goals, not doing only what they are told to do; • processes are a framework, not a straitjacket; and • managers are treated with respect and treat everyone with respect.