

## Job Description

# SENDIASS Manager

<b>Job Title:</b>	SENDIASS Manager
<b>Responsible to:</b>	Family Support Team Manager
<b>Responsible for:</b>	SENDIASS Advice Workers, and Volunteers
<b>Hours of work:</b>	28-35 hours a week. (There is some flexibility about how working hours can be arranged - see below)
<b>Holidays:</b>	25 days a year <b>pro rata</b> , rising to 30 days after 3 years
<b>Salary Grade:</b>	£31,931 per year <b>pro rata</b>
<b>Contract:</b>	Permanent

### Purpose of the Job

As SENDIASS Manager you are responsible for the day-to-day operation and strategic development of the Special Educational Needs & Disabilities Information Advice & Support Service (SENDIASS) provided on behalf of Haringey Council. The service provides impartial information, advice and advocacy for children, young people and parents/carers - on legislation, policy and practice in relation to SEND. You will work closely with other managers and colleagues in the Markfield team to ensure that we continue to be responsive in the delivery of services and holistic support to families.

### Working pattern

The pattern that the hours are worked is variable to some extent, subject to the needs of the service. More of the hours are expected be worked in the school term-time weeks than in school holidays, to synchronise with the pattern of demand for the service.

### Areas of responsibility

#### Management of SENDIASS

- Provide information and support to children, young people and parents/carers and assistance in representing their views to schools, Local Authority (LA) officers and other relevant professionals.
- Develop and maintain high quality services, including identifying needs, involving service users and fulfilling statutory responsibilities.
- Develop and implement effective monitoring and evaluation systems
- Ensure and maintain effective administrative, referral and communication systems.
- Maintain a strategic overview of the SENDIASS developing these services to meet the needs of families.
- Ensure effective delivery of legal and contractual requirements and acting as the lead contact in relation to the SENDIASS contract with the LA and the Council for Disabled Children.

- Report to the Director, Executive Committee and Haringey Council on the work and development of the service.
- Ensure that accurate records of the work undertaken with families is kept within Markfield procedures, including Charitylog database.
- Producing statistical reports about the SENDIASS service from the Charitylog database.

### **Managing people**

- Recruiting, supervising and appraising staff and volunteers.
- Ensuring that training needs are identified and met.
- Leading and developing the SENDIASS team and ensuring effective communication between the Team and other Markfield staff.

### **Managing finances**

- Managing the budget for the SENDIAS Service.
- Contributing to the preparation of organisational and team budgets.

### **Working with children, young people and parents/carers**

- Ensuring effective and accessible independent advice and support in line with current education policy and legislation relating to SEN.
- Overseeing casework delivered by SENDIASS team members and undertaking direct advice work including complex cases.
- To promote and support effective partnership working with children, young people and their parent/carers in a co-productive framework, engaging them so they can be part of the strategic planning of the service.
- Oversee and plan services for young people

### **Partnership working**

- Maintain effective liaison and developing work with key professionals within the Local Authority SEN Team, schools, Health and Social Care.
- Maintain effective liaison and developing work with other relevant groups and organisations e.g. parent/carer groups, voluntary organisations.
- To attend and participate in London Regional SENDIASS meetings (LRIAS).
- To provide information to the SENDIASS network when requested and ensure staff participate in forums, events and training opportunities.

### **Publicity and promotion**

- Ensure that the SENDIASS is effectively promoted and publicised to all children, young people parents/carers who may need to access the service, as well as providing accessible support materials to provide information and advice to parents/carers, children and young people, schools and others.

### **Other**

- Producing monitoring reports to funders as required.
- Contribute to maintaining good practice in relation to protection of children and vulnerable adults.
- Being administratively self-supporting and ensuring effective administration of the team's work.

- Ensure the implementation of organisational policies and procedures in all aspects of work.
- Participate in management and other team meetings, and Markfield events.
- Undertake training as required.
- Work closely with the Family Support Team Manager to ensure that the SENDIASS service synchronises with other services at Markfield in order to meet the needs of families.
- Any other duties that may reasonably be determined by the Director or Executive Committee.

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## Person Specification

### Experience

- A minimum of one year's experience of project management, including managing staff.

### Knowledge and understanding of:

- The needs of families with children who are disabled or have Special Educational Needs & Disabilities (SEND).
- Current policy and legislation relating to SEND.
- Local authority structures and procedures.

### Skills and abilities to:

- Communicate effectively with a wide range of people in an accessible way (including children, parents/carers, professionals).
- Manage the work of others.
- Establish effective and empowering relationships with parents/carers and children/young people.
- Manage services to meet the needs of a diverse population.
- Manage and monitor budgets.
- Build and maintain effective networks and establish appropriate partnerships.
- Write accurate reports and present information in a clear and accessible way.
- Maintain and develop manual and computer records and systems.
- Use Word, Excel spreadsheets.
- Use the Charitylog database both to input and to analyse data on service users.
- Facilitate group sessions with parents/carers and children & young people – eg. support groups, training sessions, Family Club.
- Demonstrate good organisational, co-ordination and project management skills.
- Understand and be committed to the principles and practices of valuing diversity and equal opportunities.
- Prioritise and manage own workload, and that of others, to meet deadlines.
- Implement organisational policies in all aspects of your work.

### Availability:

- Availability to work occasional evenings and one Saturday a month in term-time on Family Club.