# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

**JOB TITLE:** Deputy Service Manager, Interim Provision Service (for Special Educational Needs Children and Young out of school)

# DEPARTMENT: Children’s Services

**LOCATION:** Countywide

**GRADE:** Soulbury EIP 8 - 11

**RESPONSIBLE TO:** Senior Manager – Specialist Teaching Services

# Purpose of the Role:

To take responsibility for the delivery of provision to children who have special educational needs and currently have no appropriate or possible school place.

To ensure that the Local Authority meets its responsibilities around children with special educational needs and that inter-agency working is effective.

# Key tasks:

1. Take responsibility for the day-to-day management and efficient running of the Interim Provision Service (IPS) for children with SEN, overseeing a team of permanent and casual teaching staff, including undertaking performance management and supervision.
2. Ensure that all children with an EHCP who are awaiting allocation of an appropriate school place that meets their special educational needs or where their complex SEND needs are to be met by Education Otherwise Than At School (EOTAS) as identified on their EHCP, have a bespoke education offer of education, in line with their SEN and medical needs.
3. To support the EOTAS appeals process by contributing to tribunal paperwork and preparation for EOTAS requests and to attend as a witness or produce a witness statement as directed.
4. Ensure that all children provided for have an Individual Education Meeting, with outcomes drawn from an education health and care plan or appropriate support plan, which specifies the provision that will be offered to an individual child, and that clear targets are set for key priority areas, depending on need (e.g. attendance, attainment etc.).
5. Take responsibility for ensuring that children provided for make appropriate progression towards desired outcomes and that interventions are put in place to address any concerns as they arise.
6. Liaise closely with the ISEND Assessment and Planning team, education providers, professionals involved (e.g. Clinicians, Speech and Language Therapists) to ensure that all support offered is complementary to an individual child’s needs and is aligned with outcomes within any plans (including EHCPs).
7. Carry out assessment visits to children’s homes (when appropriate) to determine the health and safety aspects affecting home tuition and to advise parents of the guidelines within which the provision will take place.
8. Liaise closely with education providers, and support services (both within and external to SEND Specialist Teaching Services) to ensure that there is good engagement and ownership of the provision for individual children and young people.
9. Work with parents and carers to ensure that they are engaged with the offer of provision and that there is partnership with families to meet the social and emotional (as well as educational) outcomes for children and young people.
10. Ensure that teachers provide written reports, when required, on the progress and attendance of individual children.
11. Consistently apply the principles of equal opportunities as embodied in the County Council's policies and practices throughout all duties.
12. Liaise with the Assessment and Planning Team and directly with schools throughout the process of establishing a school placement.
13. To coordinate the induction and transition in the school placement, liaising with family, agencies and schools and providing support as necessary to ensure a smooth transition.
14. To be the Designated Safeguarding Lead for IPS in an identified geographical area.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

# EAST SUSSEX COUNTY COUNCIL PERSON SPECIFICATION

**JOB TITLE:** Deputy Service Manager, Interim Provision Service

# GRADE: Soulbury EIP 8 - 11

# Essential key skills and abilities

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| These criteria will be assessed at the application and interview stage |
| * Good management skills. * Ability to communicate with a wide range of people e.g. children, parents, teachers, other professionals etc. * Ability to share good practice and advise and support colleagues. * Able to demonstrate and promote the use of effective management systems and statistical data to demonstrate outcomes. * Ability to set clear priorities and work on own initiative. * Ability to motivate others, particularly those outside of your management responsibility. * Ability to provide leadership within the context of complex agenda including contribution in the planning, and management of meetings. * Ability to motivate others to understand a shared agenda |

# Essential education and qualifications.

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| These criteria will be evidenced via certificates, or at interview |
| * Degree Level Education. * Qualified Teacher Status. |

# Desirable education and qualifications.

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| These criteria will be evidenced via certificates, or at interview |
| * Qualification in SEN. |

# Essential knowledge

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| These criteria will be assessed at the application and interview stage |
| * A sound understanding of the needs of children with significant SEN. * Understanding of SEN and strategies/interventions to overcome barriers to learning. * Sound knowledge of Child * Protection procedures and best safeguarding practice. * Knowledge and understanding of Equalities legislation. |

# Essential experience

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| These criteria will be assessed at the application and interview stage |
| * Experience of leading on curriculum development for children with SEND or those not in mainstream education. * Experience of working with children with SEND. * Experience of delivering results through others. * Experience of monitoring the impact of interventions against outcomes. * Experience of successful working with support staff across different agencies. * Experience of developing and mentoring others. * Experience of providing supervision and performance management. |

# Other essential criteria

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| These criteria will be assessed at the application and interview stage |
| * Good organisational and time management skills. * Positive approach to work. * Ability to work under pressure. * Ability to be flexible and cope with change. * Creative, innovative thinking in overcoming obstacles. * Ability to travel and work across the County as required. |

**Date (drawn up): Modified September 2021**

**Name of Officer(s) drawing up person specifications: ET**

**Job Evaluation Reference: 11045**

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role** |
| --- | --- |
| Using display screen equipment | **Yes**/No |
| Working with children/vulnerable adults | **Yes**/No |
| Moving & handling operations | Yes/**No** |
| Occupational Driving | **Yes**/No |
| Lone Working | **Yes/**No |
| Working at height | Yes/**No** |
| Shift / night work | Yes/**No** |
| Working with hazardous substances | Yes/**No** |
| Using power tools | Yes/**No** |
| Exposure to noise and /or vibration | Yes/**No** |
| Food handling | Yes/**No** |
| Exposure to blood /body fluids | Yes/**No** |