

JOB DESCRIPTION

DIRECTORATE Children's Services - Education Partnerships	SECTION School Place Planning
JOB TITLE SEND Placement Commissioning Manager	GRADE Level 9 (JM2) 30 hours per week
REPORTING TO: Head of Strategic Place Planning & Capital Programmes (with key links to the Head of SEND)	
WORKING TO DELIVER OUR VISION: To make North Somerset a truly great place for children and young people to thrive; where all have the best possible life and opportunities, including those who are vulnerable, disadvantaged and/or have special educational or additional needs.	

1. Job outline and Purpose of role

The postholder is operationally responsible for determining the right numbers of places and commissioning contractual arrangements for SEND school places provided to North Somerset Council by maintained and independent schools and providers of alternative provision. The role is to secure the highest quality provision within robust contractual arrangements and terms which represent value for public money. This includes the provision of services provided by private and third sector providers as well as school placements for children whose needs cannot be met within the mainstream or local provision. The postholder will use rigorous contract monitoring regimes to manage the performance of contracts, and in particular outcomes for children and young people; promoting good commercial relationships where consistency in quality and value for money are established. The postholder may need to work in partnership with key agencies and stakeholders to co-produce and jointly commission some services.

2. Main Duties and Key Responsibilities

- To work with Business Intelligence and Procurement colleagues to deliver sufficient and appropriate numbers of local SEND places to meet demand
- To look at creative solutions to ensure that as many children as possible are the supported with placements within North Somerset
- To work in partnership with delivery managers to deliver the organisational vision and outcomes through integrated planning and the flexible use of resources.

- To secure best value from all SEND placements in independent and out of district provision, through contract management and monitoring performance of placements.
- To deliver to strategies to ensure that pupil placement needs are met within the district working in partnership with colleagues in Education, Health and Social Care. This will include strategies to reduce the number and costs of pupils placed out of the area and placed in independent settings.
- To develop strong relationships with parent carers and other partners in achieving best use of resources.
- Ensure the Council's aims and objectives, vision and core values are actively promoted and made a reality.

Main Responsibilities

1	To work with SEND and Business Intelligence colleagues to determine the right current and future numbers of SEND places to meet demand locally as far as possible
2	To work with Commissioning and Procurement colleagues to secure quality contracts with providers
3	To monitor placements to ensure that delivery outcomes meet contractual obligations and take required action where necessary. This will involve attending the regional commissioning meetings of Children's' Cross-Regional Arrangements Group (CCRAG)
4	To develop robust processes within the council to support individual placement agreements prior to the placement start date. This will allow for any negotiation to be resolved prior to the placement start date
5	To work in partnership with delivery managers to secure the organisational visions and outcomes through integrated planning and the flexible use of resources.
6	To lead on fee negotiations and the commissioning of contracts to provide value for money
7	To work in partnership with leaders in schools, colleges and early years settings to support appropriate placements in mainstream and SEND settings
8	Write reports at regular intervals for internal Boards and Working Groups to monitor, track and evaluate progress in SEND placements and to effectively contribute to the development of local strategies
9	To attend the SEND Resource Panel to contribute place planning intelligence and budget planning and to take instructions for new placements
10	To embed a cycle of professional development within a culture of reflective practice, continuous learning and improvement supported by rigorous analysis of data and customer feedback

11	In partnership with SEND and legal colleagues, to draft SLAs when commissioning places with all providers that monitor outcomes and performance appropriately
12	Generic Responsibilities <ul style="list-style-type: none"> • An understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements. • An understanding and commitment to promoting and implementing the Council's Equal Opportunities policies. • Knowledge and experience of using IT • To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

3. Learning and Development

- To regularly review and reflect on professional practice along with colleagues and your line manager to identify areas of further professional learning and development.
- To enrol and engage in regular training and learning opportunities, both internally and externally, in order to promote further professional development and practice.
- To identify and engage in opportunities to share professional practice and experience with other colleagues, students and professionals to promote an ongoing learning environment.
- To identify and support any learning and development needs for workers and managers within the service.

4. General

This job description is not a complete list of duties but gives a general indication of the range of work undertaken. It will vary over time as demands and priorities change. The management team structures within Childrens' Services operate with a high degree of collaboration and flexibility, and post holders are expected to undertake any other duties commensurate with the general level of responsibility of the post.



PERSON SPECIFICATION

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QUALIFICATIONS	
Educated to degree level or with relevant equivalent professional development in service such as commissioning or procurement management	
<p>Knowledge, Experience and Skills</p> <p>Knowledge</p> <p>A thorough understanding of the legislative framework and statutory guidance which underpins the provision of education, early years and children's services and a good understanding of emerging strategy and policy developments</p> <p>A sound and broad knowledge and understanding of local needs and priorities of children, young people and families and how North Somerset needs to respond to these</p> <p>A sound understanding of education and early years landscape in all phases, including school improvement performance frameworks, regulatory and monitoring regimes</p> <p>A thorough understanding of the SEND Code of Practice 0-25 years and its reforms, in both intention and practical application</p> <p>A knowledge of the financial responsibilities and accountability of the Council to deliver value for money through its management of public funds and in particular, the parameters of the High Needs Funding Block and how to administrate this funding fairly, equitably and transparently to meet children's needs</p> <p>A sound understanding of the legislative frameworks which underpin a local authority commissioning and contract's function</p>	

A sound understanding of all strategic and operational aspects of commissioning in a local authority context from initial scoping through to the performance management of contracts

Experience

Experience of working in a contracts and commissioning function within a local government setting or an ability to adapt approaches used in other sectors to a local government setting and being responsible for leading the commissioning process from end to end through initial scoping to evaluation of contract performance

Experience of engaging a wide range of stakeholders to agree priorities, advise and agree the scope of commissioning in conjunction with the Head of SEND and Head of Pupil Place Planning

Experience of working proactively with the market within a commercially sensitive environment to understanding its capacity, appetite and capability in order to attract the highest quality suppliers

Experience of developing strategic partnerships to create higher quality and better value commissioned services

Experience of developing comprehensive data and performance measures to accurately reflect commissioning performance

Experience of providing verbal and written reports for both lay and expert audiences to communicate progress and increase participation and ownership of commissioning activity

Skills

Strong child-centred and outcomes driven approach to all commissioning activity

Strong skills in partnering and the ability to influence positive change through effective partnership

Ability to work effectively in a local government context (legal, financial, political).

Excellent communication skills and the ability to use data to drive performance and strategic development and report regularly within a local government environment of accountability

Highly developed ability to co-create strategies with parents and carers, statutory partners and education partners in schools and settings

Political understanding and the ability to navigate a complex and changing educational and early years climate working cooperatively with system leaders and multi-agency partners

The ability to assimilate quickly across multiple data-sets and sources of intelligence and information to create clear goals and a credible strategy, adapting to change as required

Ability to work as part of a strong and committed team and contribute to the Council's Corporate Plan and exemplifying North Somerset's values

Ability to identify and manage risk, including financial risk

COMPETENCIES

Team Working ~ cooperation and flexibility, able to follow the principles of integrated working, sharing best practice to develop self and others

Service user/ outcome focused ~ delivery of service achievement of results through appropriate decision making, evidenced based interventions, personalised plans

Problem solving & initiative ~ develops solutions, makes links between identified potential issues and possible solutions, and is confident in making decisions within guidelines and legislative framework.

Planning & Organising ~ Prioritises work, organising work for self and others within agreed deadlines.

Business Awareness ~ understands the contribution the role makes to the team, service area, the directorate and the organisation as a whole and recognises how the actions of others impact on own role.

Leadership Standards – demonstrate the behaviours set out in the council's leadership standards.

PERFORMANCE MEASURES

- Quantifiable objectives ~ to be agreed but will expressly reflect the impact of the postholder on improving outcomes for children through their role
- Feedback from service users, colleagues and partner agencies
- Key Performance Indicators (where available)
- Line manager assessment
- 360 feedback from staff and colleagues
- Performance of the role and wider directorate team