

ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

DEPARTMENT: Children's Services

POSTHOLDER:

SECTION: Children and Families Social Care

GRADE: PO2

POST DESIGNATION: Short Breaks Team Leader

Purpose of Job:

- I. To improve outcomes for children and young people with SEND and their families, through the coordination of a comprehensive, accessible, and cost-effective Short Break Service in Greenwich.
- II. Champion and promote Short Breaks to internal and external partners, parents and service providers through effective and engaging communication channels and marketing materials.
- III. To provide a single point of access for all targeted and specialist short breaks for SEND children and young people in Greenwich, ensuring fair allocation of a variety of resources to meet assessed need.
- IV. Contribute to commissioning and quality assurance activities to ensure Short Break providers are outcome-focused and driven to meet the needs of the children, young people and their families.
- V. To support and challenge providers to meet the needs of children with SEND in their provision with a view to increase market capacity.
- VI. Set strategies, standards and processes within the context of the Children's Services priorities and in line with the principles of increasing user choice and control over the services they receive.
- VII. Support the participation of SEND children and young people and families in the planning and delivery of short break services in Greenwich.
- VIII. To provide line management, including PRADs and sickness absence monitoring to up to 4 short break officers.

Main Duties:

1. To contribute to the financial monitoring activities in relation to specialist short breaks and direct payment.
2. To manage a budget of up to £20 000 within an agreed framework
3. To contribute to the promotion of support services to SEND Children, young people and their families, including a range of universal, targeted and specialist provision.
4. To make decisions around eligibility for and fair allocation of targeted and specialist short break resources in line with Greenwich priorities.
5. To manage an agreed caseload of children, providing families with a single point of reference in relation to their short breaks.
6. To undertake assessments for and reviews of support packages in partnership with parents, children, young people and other practitioners involved ensure children's and families' needs are identified and met as far as possible.
7. To work in partnership with other agencies to promote their use by SEND children and young people and their families in line with the principles of inclusion and increasing access for disabled children and young people to universal provisions.
8. Coordinate, analyze and lead on action plans in relation to feedback from children, young people and their families who access short breaks services in Greenwich.
9. To ensure efficient record keeping systems are maintained to monitor children and young people's progress, report back to parents and other professionals and contribute to the evaluation of the Service.
10. To attend and contribute to child protection conferences, Transition Outcome Meetings and multi-agency meetings when the progress and well-being of referred children and young people are being considered.
11. To maintain up to date knowledge and understanding of available family and child/young people support services and ensure parents have access to national and local information that is current and relevant to their family's needs.
12. To promote Preparation for Adulthood Outcomes and RBG Moving to Adulthood pathways in all that you do, promoting maximum independence for young people with SEND.
13. To keep up to date with current legislation, policies and practice in relation to SEND, equal opportunities, health and safety and child protection.
14. To promote the Council's Equal Opportunities Policy and Inclusion Policy in a way that is compatible with the duties of the post.

15. To participate in the Council's Performance Review and Development process
16. To ensure disabled children and their families are consulted on all relevant decisions affecting their lives and to support them in making informed choices.
17. To ensure the safety of children through appropriate monitoring and action with regard to Safeguarding
18. To undertake any other work appropriate to the level and general nature of the post's duties.
19. To undertake all duties with due regard to the provisions of health and safety regulations and legislation, the Council's Equal Opportunities and Customer Care policies, and the New Technology agreement.

Designation of the Post to which the Post-Holder normally reports to:

Service Lead (Support Services) - Disabled Children and Young People Service

Person Specification

Job Title	Short Breaks Team Leader
Grade	Scale PO2
Service/Section	Children and Families Social Care
Directorate	Children Services

Responsible to: Service Lead (Support Services) for Disabled Children and Young People Service

Criteria	Method of Assessment	Short listing Criteria
	AF= application form T = test P = presentation I = interview	Indicate as appropriate * E = Essential D = Desirable *
Experience <ol style="list-style-type: none"> 1. Educated to a degree level or equivalent (preferably in relevant discipline) 2. Previous experience in relevant field of commissioning, procurement, SEN, Short Breaks 3. Previous experience of working with children and young people with SEN and complex needs 	<p>A</p> <p>A/I</p> <p>A/I</p>	<p>D</p> <p>E</p> <p>E</p>
Knowledge <ol style="list-style-type: none"> 4. Knowledge of Children and Families Act 2014, Care Act 20214 and the Children Act 1989 5. Knowledge of barriers faced by children and young people with SEN in accessing their community and achieving good outcomes. 6. Knowledge of safeguarding children procedures and responsibilities 	<p>I</p> <p>A/I</p> <p>A/I</p>	<p>E</p> <p>E</p> <p>E</p>

<p>7. Knowledge of commissioning/procurement process and experience with managing commissioning relationships, preferable SEN or Children's settings.</p>	<p>A/I</p>	<p>E</p>
<p>Skills and Abilities</p>		
<p>8. Ability to advise, influence and challenge stakeholders and providers in a professional manner to increase inclusion of disabled children and young people in the community resources.</p>	<p>A/I</p>	<p>E</p>
<p>9. Ability to empower parents to identify issues, take decisions and identify goals for the benefit of themselves and their families</p>	<p>A/I</p>	<p>E</p>
<p>10. Ability to undertake assessments of children in need and their families and develop appropriate packages of support</p>	<p>A/I</p>	<p>E</p>
<p>11. Skills in direct work and effective communication to develop a partnership with parents and children and young people enhancing the outcomes for the family</p>	<p>A/I</p>	<p>E</p>
<p>12. Ability to work collaboratively with families and a range of other professionals, including the ability to participate in group discussions, and where appropriate, to take a lead role</p>	<p>A/I</p>	<p>E</p>
<p>13. Effective presentation and good written and oral communication skills.</p>	<p>A/I</p>	<p>E</p>
<p>14. Ability to gain and record appropriately the voice of a disabled child or young person</p>	<p>A/I</p>	<p>E</p>
<p>15. Ability to analyse complex information quickly, reaching and</p>	<p>A/I</p>	<p>E</p>

