



Job description			
Job title	SEND Team Manager		
Grade	Q		
Directorate	Children's Services		
Service/team	Inclusion		
Accountable to	Service Manager Inclusion (SEND)		
Responsible for	SEND Team		
JE Reference		Date Reviewed	June 2025

Purpose of the Job

To lead and manage the delivery of statutory SEND functions including assessment, reviews, disagreement resolution, and placement planning. The postholder will have line management responsibility for the SEND Team, ensuring legal compliance, high-quality practice, and positive outcomes for children and young people with SEND. They will also lead service improvement within their area of responsibility, working collaboratively with families, settings, and partner agencies.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. To ensure that statutory processes are undertaken in a timely and person-centred way and that statutory plans (namely, education, health and care plans) lead to improved outcomes for the children and young people in receipt of them.
2. To deputise for the senior management team where appropriate.
3. To conduct regular team meetings and adhere to the core values and principles of Knowsley Council embedding a Better Together Approach into all aspects of working.
4. To provide direct line management to the Senior SEND Caseworkers, ensuring they implement and maintain robust systems for the allocation of



cases, effective casework management, and strong partnership working with educational settings and other professionals.

5. To oversee the completion of statutory data returns, information requests, and performance reports relating to your area of responsibility.
6. To develop, deliver and coordinate training and development opportunities for the SEND team, wider council services, and external partners (including schools, settings, and health professionals), ensuring a shared understanding of statutory SEND processes and responsibilities.
7. To play a lead role in working with senior officers, sufficiency leads, and other internal and external partners to support the planning of SEND placement sufficiency, ensuring the local area can meet current and future demand effectively.
8. To lead the operational delivery of SEND top-up funding processes, including the management of a SEND Finance Officer, while contributing to the ongoing development and improvement of funding systems.
9. To take lead responsibility for the quality of statutory plans, ensuring they are legally compliant, person-centred, and outcomes-focused; and to work proactively with internal teams and external partners to drive continuous improvement
10. To oversee all aspects of disagreement resolution within the statutory SEND process, including ensuring that team members are appropriately supported, trained, and prepared to manage mediations, tribunal appeals, and complaints.
11. To undertake any other professional duties within the remit of the post as reasonably required by the Service Manager or Head of Service.



Knowsley Better Together – Staff Qualities



Health and Safety

- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals at risk.

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use Policy, Data Protection Policy and GDPR.
- Protect the Council's information assets from unauthorised access, disclosure, modification, destruction or interference.
- Report actual or potential security incidents.