

ROLE: DSPL Area Group Manager

REPORTS TO: DSPL Area Lead Headteacher (Group Chair)

PURPOSE

To provide management support to the DSPL Area Group and the delivery of the strategic area plan

RESPONSIBILITIES

- Ensure the services and activities identified in the agreed strategic DSPL plan are delivered to meet the objectives in the SEND Strategy
- Produce an annual DSPL Area Report
- Manage finance and administration of DSPL Area Group including preparing Agendas, papers, Minutes, finance. Evaluate service delivery and submit monitoring reports;
- Organise and administrate DSPL Area Group meetings twice a term, events and sub-groups
- Organise and co-ordinate other agreed meetings, events and training
- Ensure appropriate membership on the DSPL Area Group in line with the Terms of Reference
- Ensure all appropriate data and information is made available to DSPL Area Group members in a timely way, highlighting the key issues for the area
- Manage communications and consultations to the wider stakeholder group in the DSPL area and ensure its timely delivery
- Ensure parents of children and young people with SEND are actively engaged in working in collaboration with professionals on the DSPL Area Group, particularly when drawing up the Area Delivery Plan and the annual report.
- Seek to consult with, engage and inform a wider number of local stakeholders including parents of children and young people with SEND; schools and settings and other relevant services and organisations about the DSPL Area Group's plans and activities.
- Build effective links with ISL and other support services
- Manage the DSPL Administrative support and the DSPL Area Lead for SEND.
- Attend the DSPL Strategic Planning meetings and the annual DSPL Conference