

Job Description and Person Specification

Job title:	SEND Strategy Officer
Directorate:	Communities
Service:	Education
Team:	SEN & Disabled Children's Service
Post number:	04513
Salary grade:	Band K
Work location:	West Street House
Reports to:	Service Manager, SEN & Disabled Children's Service
Supervises:	N/A

Job Purpose

To take a lead role in the implementation of the West Berkshire SEND Strategy 2018-23

To lead on implementation of strategic projects within the SEND Strategic Plan, such as, for example, setting up new resourced provision in schools

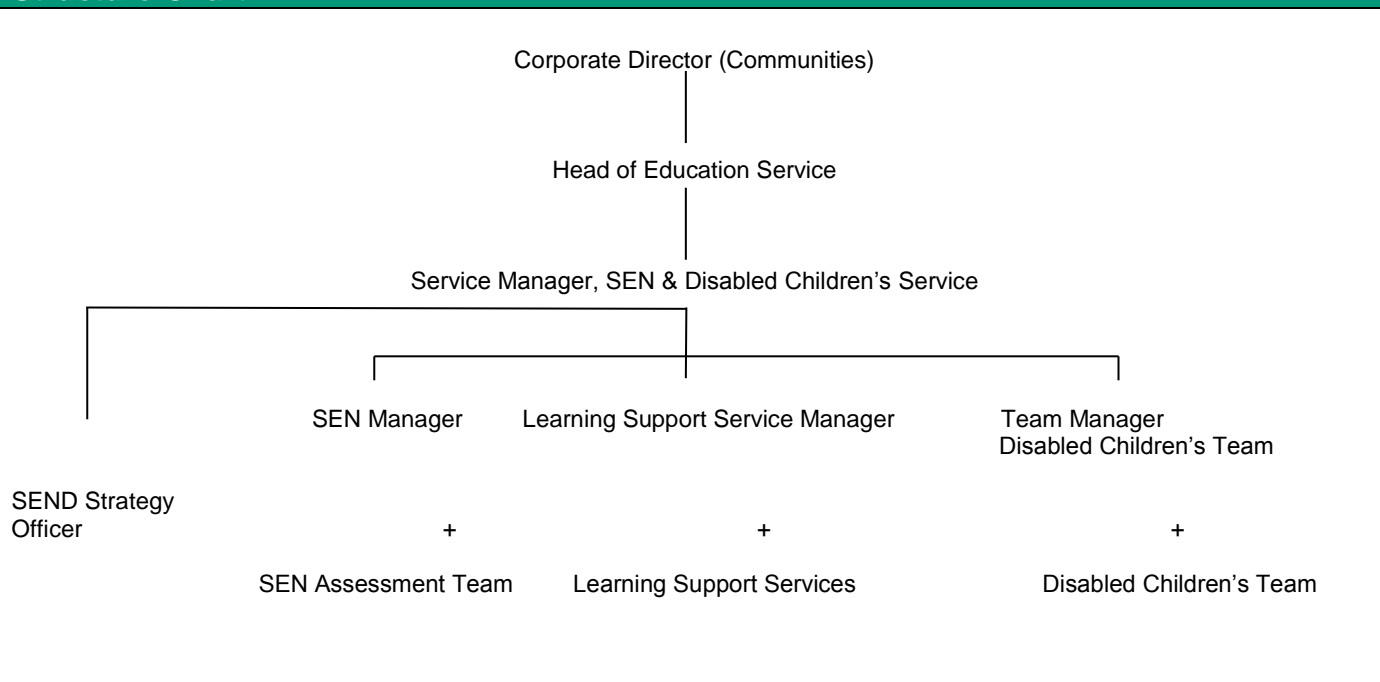
To ensure that the implementation of projects within the Strategy is done in co- production with parents and children and young people with SEND

To conduct any necessary consultation processes with parents and other stakeholders

To create project plans for projects within the Strategy, monitor progress and ensure timelines are adhered to

To report to the Schools Forum and other relevant bodies on progress with implementation of the SEND Strategy

Structure Chart



Main Duties and Responsibilities

- Create action plans for each strand of the SEND Strategy and monitor progress against each one
- Develop detailed project plans for specific projects within the strategy, monitor progress and ensure timelines are met
- Develop performance indicators for monitoring successful implementation of the strategy
- Collate any data required to inform the progression of projects within the SEND Strategy including data on incidence of SEND, utilisation of different types of provision, trends in placement patterns and costs
- Involve parents in all aspects of the strategy implementation
- Ensure that key stakeholders are fully involved in strategy implementation, including the CCG, Health Provider Trusts, schools, early years settings, post 16 providers, Children's and Adults Social Care, neighbouring Local Authorities and the voluntary sector
- Ensure that young people are able to contribute to implementation of the strategy
- Chair and / or contribute to any strategic or working groups as required
- Lead on projects within the SEND Strategy, including reconfiguration of services, new joint commissioning arrangements, removal of any surplus places where appropriate and setting up new provision
- Produce reports for working groups and other relevant bodies such as the SEND Strategic Partnership Board, the Health and Wellbeing Board, Heads Funding Group, Schools Forum and the Council's Executive
- Present reports at meetings as required, including Headteacher and SENCO meetings
- Research models of SEN provision elsewhere in order to inform strategic developments in West Berkshire
- Work closely with Adult Social Care, the CCG and neighbouring Local Authorities to ensure that opportunities for joint commissioning of services are incorporated in to the SEND Strategy
- Design consultation questionnaires as required and collate responses
- Lead consultation meetings with parents and stakeholders
- Ensure that consultation processes are conducted in line with statutory requirements and the Council's policy and procedures on consultations and that there is no breach of these requirements
- Contribute to implementation of the SEND Inspection Action Plan and preparation for the next Local Area SEND Inspection
- Deputise for the Service Manager for SEND as required
- Promote equality as an integral part of the role, treating everyone with fairness and dignity.
- Comply with WBC health and safety policies, procedures and rules, taking reasonable care of self and others.
- Adhere to the standards set out in the WBC competency framework.

Scope (impact on/control of resources, people, money etc)

The postholder will be responsible for delivery of a high level, high profile strategy for children and young people with SEN & Disabilities (SEND).

Provision for children and young people with SEND is a sensitive and sometimes controversial

topic because of the need to plan services in a way which meets local need in a sustainable and affordable way.

The High Needs Block budget is under considerable financial pressure. The postholder will be expected to deliver a SEND strategy which can reduce costs going forward and ensure that increasing needs can be met without additional resources or potentially with reduced resources. The post holder will produce reports for the Schools Forum, the Council's Executive and other relevant bodies. The post holder will have regular contact with head teachers, governors, parents, senior staff in other agencies and Elected Members.

Person Specification

Qualifications	Essential/ Desirable
Degree level education or equivalent professional qualification	E
Professional qualification in teaching, social work or health	D
Project management qualification	D
Experience	
Experience of strategic planning, including successful experience of managing projects from conception to delivery	E
Experience of SEND strategic planning	D
Experience of working with Headteachers and other senior professionals in different agencies	E
Experience of direct work with children and young people with SEND in a teaching, social work or health environment	E
Knowledge and understanding	
Thorough knowledge of national SEND policy and strategy including the Children and Families Act 2014	E
Excellent working knowledge of SEND including ASD and SEMH	E
Knowledge of High Needs Funding arrangements nationally and locally	D
Understanding of the local government environment	D
Skills and abilities	
Ability to analyse data and form hypotheses based on data analysis	E
Ability to problem solve and identify solutions based on evidence and research	E
Ability to manage projects, set milestones and meet deadlines	E
Ability to design and analyse consultation questionnaires	E
High level written and verbal communication skills	E
High level interpersonal skills and negotiation skills	E
Ability to form effective working relationships at all levels	
Work-related personal qualities	
Commitment to coproduction with parents and with children and young people with SEND	
Ability to prioritise and manage a complex workload	E
High level of motivation and commitment	E
Ability to motivate / enthuse others and influence the behaviour of others	E
Ability to work successfully as a member of a team	E
Ability to deal with challenging people and situations	E
Excellent organisational and time management skills	E
A self starter, able to work on own initiative with minimal supervision	E
Ability to work under pressure and to deadlines	E
Tact, diplomacy and sensitivity	E

Other work-related requirements	
Ability to work occasional evenings to attend Council meetings	E
A car driver with a full clean driving license	D
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2017; the requirement to fulfil all spoken aspects of the role with confidence in English applies.	E