



Job description	
Job title	SEND Children, Young People and Families Consultation and Engagement Officer
Grade	Pay Band K
Directorate	Children and Young People's Service
Section/team	Education and Inclusion
Accountable to	SEND Team Manager
Responsible for	N/A
Date reviewed	September 2019

Purpose of the Job

The post holder will lead and contribute to a range of developments to improve outcomes for children and young people (0-25 years) with special education needs and disabilities (SEND), in line with the Children and Families Act 2014 and Ofsted/CQC Inspection Framework.

In particular, the post holder will lead on engagement, participation and co-production with children and young people with SEND and their families.

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.
- To lead on engagement and participation with children, young people with their families as part of the councils SEND Implementation strategy. Establishing networks, processes and strategies which promote coproduction in the borough and strengthens communities, empowers equal representation and participation opportunities of under-represented and/or protected groups and underpins wider access and inclusion to decision making.
- To lead on true co production capturing the voice of the child or young person at the heart of all future policy development and delivery of services pertinent to SEND.
- To influence the development of processes across partner agencies which support children and young people with SEND to have a say in



plans and decisions which affect them at all levels, providing training, advice and guidance and support as appropriate.

- To lead, analyse and report on consultation and engagement activity to capture the experiences of children and young people with SEND and their families as required by the Local Authority, including presentations to individuals or in meetings.
- To work as part of a multi-agency team to deliver practice development and improvement in response to the quality assurance and performance frameworks used by the council, CCG and partners.
- To support young people with SEND to contribute to Local, Sub Regional, Regional and National SEND events and Forums as appropriate.
- To represent the Local Authority at Local, Sub Regional, Regional and National SEND events and Forums as appropriate.
- To work with the wider SEND Team to ensure developments and the voice of the child is in line with the requirements from the SEND Code of Practice 2015
- To contribute to matters that may affect the Council's strategic direction and development of relevant policies and commissioning in relation to the inclusion of children and young people with SEND and their families and promote a culture of continuous improvement.
- To keep up to date with all developments in the area of SEND, particularly in relation to the SEND, Preparing for Adulthood and Safeguarding agendas.
- To operate as a SEND Case Work Officer where the needs of the service dictate.
- To work within the councils policy and procedures.
- To undertake any other duties as directed by management in line with the grading of the role.

Health and Safety

- To ensure adherence to the council's lone working policy.
- To ensure Outlook calendars are up to date and reflect whereabouts.
- To use equipment as instructed and trained



- To inform management of any health and safety issues which could place individuals in danger

Data Protection and Information Security

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

Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities. Your line manager will discuss your behaviour with you, during your My Time and My Time Extra meetings.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.