

## Job profile

### Service and job specific context statement

<b>Directorate:</b>	Children and Young People's Service
<b>Service:</b>	Inclusion
<b>Post title:</b>	SEND and Inclusion Support Officer
<b>Grade:</b>	J
<b>Responsible to:</b>	Lead Provision Development Officer
<b>Staff managed:</b>	None
<b>Date of issue:</b>	
<b>Job family:</b>	<b>OS - Operational Support</b>

### Job context

This is a key role in supporting the work of the SEND Provision and Resources Team within Inclusion to deliver change to provision and support for Children with SEND. The role will work to support Managers across inclusion and key stakeholders to develop and deliver agreed action plans, support locality boards and assist with the roll out of the Strategic Plan for SEND Education Provision 2018-23.

The post will be based at County Hall, Northallerton but there will be a requirement to travel independently across the County as required

This role involves spoken communications so a confident use of English language is required.

### Job specifics

The post holder will take responsibility for taking forward the planning and delivery of work identified through agreed action plans. This will include but not be limited to:

- Supporting Locality Boards to improve performance through the timely delivery of actions as agreed in each locality
- Under the direction of the Lead Provision Development Officer, assist with the delivery of actions within the Strategic Plan including the organisation and delivery of stakeholder engagement and consultation
- Provide additional capacity to project work by undertaking research, data analysis and engagement with key stakeholder groups
- Identify opportunities and areas to improve and develop proposals for corrective action where action plans are not being delivered within agreed timeframes
- Communicating effectively with a range of stakeholders who may have differing needs and expectations
- Assisting with development work in relation to Local area plans and strategies and development of education provision across all age ranges

The post holder will work as part of the SEND Provision and Resources Team to support the implementation of specific aspects of the Plan.

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### Structure



### Job Description

#### Job purpose

#### Operational management

- Implement aspects of the SEND Strategic plans under the direction of the Head of Service and Lead Provision Development Officer
- Assist in the development of annual plans by the Locality Boards alongside the Inclusion manager and ensure delivery of the plan against timescales , performance indicators and budget
- Play a key role in locality arrangements and monitoring performance for local areas.
- Highlight and propose corrective action required in relation to projects and action plans
- Undertake data analysis, research and fact finding as directed by project leads across Inclusion
- Work effectively with a range of stakeholders to assist in the co-production of action plans and timescales for delivery
- Provide support to Inclusion Managers in the organisation and delivery of effective stakeholder engagement on a range of issues including the development of Locality and County wide plans and review and changes to SEND provisions

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<b>Communications</b>	<ul style="list-style-type: none"> <li>• Establish strong communication with Locality Board members and parent/carers</li> <li>• Establish strong communication with key partners who will be instrumental in the delivery of specific aspects of SEND strategy</li> <li>• Establish clear and strong lines of communication with parents/carers and children/young people to ensure their ongoing involvement in implementation of SEND Strategic Plans</li> <li>• Contribute to the content of reports and other documents for senior managers and Council Members.</li> <li>• Ensure all communications and documentation from the team is in line with Council policy and strategy, including the Strategic Plan.</li> <li>• Communicate effectively with a range of stakeholders who may have differing needs and views</li> </ul>
<b>Partnership / corporate working</b>	<ul style="list-style-type: none"> <li>• Work proactively with all stakeholders, within and outside the Council to implement SEND Strategies</li> <li>• Work proactively with members of the Locality Boards and wider stakeholders to support Inclusion in education</li> <li>• Establish effective working relationships with parent/carers and children and young people.</li> <li>• Work flexibly to support managers across Inclusion in delivering and embedding change.</li> </ul>
<b>Resource management</b>	<ul style="list-style-type: none"> <li>• Work alongside Locality Inclusion Managers to ensure the budget for the Boards is utilised effectively and provides value for money.</li> <li>• Ensure annual plans for the use of the locality budgets are compiled detailing financial resources, project plans, performance indicators</li> <li>• Undertake analysis and evaluation of initiatives to ensure impact can be measured</li> <li>• Assist in the identification and delivery of financial savings</li> <li>• Identify and make recommendations of corrective action as required</li> </ul>
<b>Systems and information</b>	<ul style="list-style-type: none"> <li>• Lead on the development, monitoring and review of effective systems for analysing information to inform development and change and maintain timely and accurate records and work processes.</li> <li>• Ensure systems are in place to ensure parents/carers and children/young people can inform and influence future development.</li> <li>• Ensure all requirement of GDPR are adhered to in the team.</li> <li>• Maintain close links with and contribute to systems and processes for local arrangements.</li> </ul>
<b>Strategic management</b>	<ul style="list-style-type: none"> <li>• Assist with the implementation, review and monitoring of the Strategic Plan.</li> <li>• Continually review action plans and developments to ensure they are in line with agreed strategic priorities with the Head of Service</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• Be responsible for and adhere to the systems to promote and safeguard the welfare of children and young people, following all statutory guidance and NYCC policy.</li> </ul>

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### Person Specification

Essential upon appointment	Desirable on appointment
<b>Knowledge</b> <ul style="list-style-type: none"> <li>• Educational practice</li> <li>• A full and in depth knowledge of SEND legislation and the requirements of the SEND Code of Practice</li> <li>• Knowledge of inclusive practice from an educational perspective</li> <li>• Partnership and collaborative approaches</li> <li>• Project planning processes</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the range of education providers in and around North Yorkshire</li> <li>• Knowledge of the North Yorkshire Strategic Plan</li> <li>• High needs block funding for SEND</li> <li>• Democratic processes within local government</li> </ul>
<b>Experience</b> <ul style="list-style-type: none"> <li>• Working in partnership with stakeholders and parents/carers to improve outcomes for children</li> <li>• Experience of assisting the planning of change and its implementation against timelines and budget allocations</li> <li>• Proven experience of collaborative working with partners, including parents/carers and children/young people, senior managers and school leaders</li> <li>• Experience of delivering against performance indicators in a complex operational environment</li> <li>• Experience of preparing documents and reports for a range of audiences</li> <li>• Experience in consultation and participation activity with a wide range of audiences</li> <li>• Experience of a range of communication with professionals and members of the public</li> <li>• Experience of managing the needs of stakeholders and reputational risk to the organisation</li> <li>• Proven experience of responding positively to unforeseen and potentially stressful situations</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with children/young people in an education or similar environment</li> <li>• Experience of budget management</li> <li>• Experience of supporting change and innovation</li> </ul>
<b>Occupational Skills</b> <ul style="list-style-type: none"> <li>• Excellent communication and interpersonal skills</li> <li>• Planning and decision making</li> <li>• Able to work on own initiative and under direction</li> <li>• Solution focused approach</li> <li>• Commitment to partnership and collaborative working with all stakeholders</li> <li>• Confident and assertive manner</li> <li>• Strong influencing and negotiation skills</li> <li>• Able to assimilate new initiatives, technology, software and interpret information and data</li> <li>• Able to support the delivery of change in a fast paced environment</li> <li>• Ability to prioritise work and delegate effectively</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

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<ul style="list-style-type: none"> <li>Customer-facing role requiring the ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post</li> </ul>	
<p><b>Professional Qualifications/Training/Registrations required by law, and/or essential for the performance of the role</b></p> <ul style="list-style-type: none"> <li>Degree/professional qualification in a related discipline or significant relevant experience</li> </ul>	<ul style="list-style-type: none"> <li>Middle management qualification</li> <li>Qualification in working with children and young people</li> </ul>
<p><b>Other Requirements</b></p> <ul style="list-style-type: none"> <li>Ability to travel independently across the County</li> <li>Ability to attend meetings outside of normal business hours on occasion</li> </ul>	
<p><b>Behaviours</b></p> <p>Demonstration of the 6 behaviours in the North Yorkshire Framework</p> <ul style="list-style-type: none"> <li>focusing on customers and communities;</li> <li>taking responsibility;</li> <li>working together;</li> <li>acting with integrity;</li> <li>building a culture of continuous improvement and innovation; and</li> <li>leading by example</li> </ul> <ul style="list-style-type: none"> <li>Empathy and understanding of parents/carers, children and young people</li> <li>Strong commitment to inclusion</li> <li>Strong commitment to co-production with parents/carers</li> <li>Non- discriminatory behaviour</li> <li>Commitment to equality</li> </ul>	<p><a href="#">Link</a></p>

NB – Assessment criteria for recruitment will be notified separately.

Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.