

Job profile

Service and job specific context statement

Directorate:	Children and Young People's Service
Service:	Inclusion
Post title:	SEND Quality and Improvement Officer
Grade:	SM1 (12- 18 month appointment)
Responsible to:	Head of SEND Strategic Planning and Resources
Staff managed:	Manages a team of support roles
Date of issue:	July 2021
Job family:	SM - Senior Management

Job context

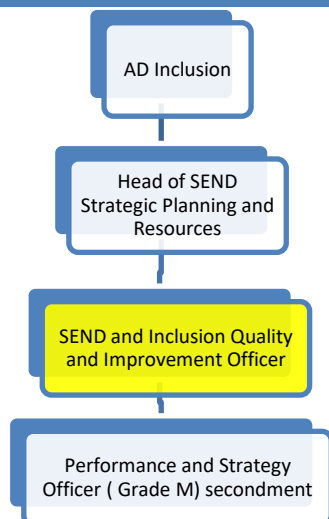
This is a senior strategic post based within the Inclusion Senior Management Team. The post holder will be responsible for working with the Inclusion senior management team to support quality and performance improvements for children and young people with SEND (0-25 years) in line with regulatory requirements. The duration of the post will enable progress to be evaluated since the last local Area SEND Inspection in 2016 enabling timely preparation for the next inspection in 2022

Job specifics

- The post holder will be responsible for working collaboratively across the local authority, health, parents/carers, children and young people to ensure that areas for improvement highlighted from the local area SEND self-evaluation are prioritised and addressed within an agreed timescale
- The post holder will be required to provide high levels of challenge to senior officers across key partners to ensure that practice is supported by required evidence and impact data.
- To lead on the updating of the SEND self-evaluation framework (SEF) and associated evidence base ensuring it is of high quality and reflects the future vision and aspirations for special educational provision across North Yorkshire
- The post holder will be responsible for working with Inclusion Managers and other Stakeholder Groups such as the NHS to embed continuous improvement across locality based SEND strategic groups which are responsible for working with the local authority for monitoring SEND and Inclusion and taking action on local issues
- To ensure all areas of the SEND Ofsted RAG rating document reflect evidenced practice
- To lead on the preparation for Ofsted inspection in terms of documentation and evidence, Self Evaluation Framework, preparation of staff and partner organisations and the practical arrangements for inspection

Job profile

Structure



Job Description

Job purpose	To ensure areas for improvement within the local area self evaluation are prioritised and addressed whilst working collaboratively with schools/settings and wider partners
Operational management	<ul style="list-style-type: none"> • The post holder will be responsible for high levels of engagement with senior officers across the local authority and wider partners to ensure priorities for improvement across SEND and Inclusion as detailed in the self-evaluation are prioritised and addressed within expected timescales • The line management of the Performance and Strategy Officer seconded to the service including the direction and oversight of their work plan and objectives • To ensure all areas of the SEND Ofsted RAG rating document and SEF reflect evidenced practice • Assist the Head of SEND Strategic Planning and Resources and AD Inclusion to review service performance and identify areas of improvement • Take a lead role in the development of plans to affect improvement and provide high levels of challenge at a strategic level • To work closely with Heads of Service to undertake reviews of critical areas of work identified by the SEF and to present findings and recommendations • Work with School and Local Authority leaders to improve the educational and Preparation for Adulthood outcomes of young people with SEND • Support Heads of Service and other Stakeholders to ensure the Local Area Strategy is delivered, reviewed and updated including taking responsibility for leading on implementation of certain areas and/or evaluation of impact

Job profile

	<ul style="list-style-type: none"> • Ensure the SEND Joint Strategic Needs Assessment (JSNA) is updated on a regular basis and priorities for action and improvement taken forward by key officers across partner organisations • Undertake full and thorough analysis of service delivery identified as requiring improvement, provide feedback to Heads of Service and AD's and ensure agreed actions are delivered
Communications	<ul style="list-style-type: none"> • Ensure that education, care and health colleagues are engaged in the co – production of the SEF, together with parents/carers, children and young people • Establish strong communication frameworks at local and county level to ensure that all partners, senior officers and elected members receive regular progress updates and have the opportunity to make active contributions to the work. • Production and presentation of reports at appropriate intervals to the Inclusion Management Team and SEND Partnership Board • Attendance and presentation at key parent/carer, children and young people forums • Publish and disseminate the final SEF and JSNA (SEND) ensuring accompanying evidence is centrally retained
Partnership / corporate working	<ul style="list-style-type: none"> • Develop and maintain strong internal and external relationships with partner organisations, stakeholders and providers of SEND, whilst providing challenge and support • Embed the principle of co-production in all aspects of the work ensuring a clarity of roles and responsibilities across partners
Resource management	<ul style="list-style-type: none"> • Ensure that staff across the local authority and wider partners are equipped with the necessary skills and knowledge to understand their role in regulatory inspection • Delivery of training to staff across social care, education, schools, health CCGs, parent carers and inclusion regarding the Ofsted framework and their role in the process • Identify and recommend joint commissioning opportunities to further improve SEND provision
Systems and information	<ul style="list-style-type: none"> • Work alongside the Data and Intelligence analysts to ensure planning and decisions taken by Heads of Service are based on strong analysis of data sources, • Apply strong and effective data sharing protocols with key partners, parents/carers in order to adhere to data protection and confidentiality • Ensure performance and statistical information is shared with key partners • Ensure all data, documentation and evidence for demonstrating outcomes and improvement in SEND across NY and complete and accessible via a structured document library for Inclusion
Strategic management	<ul style="list-style-type: none"> • Lead on the updating of the SEF for SEND and the JSNA (SEND) across North Yorkshire and collation of required evidence • Ensure the SEF includes qualitative and quantitative impact • Develop and improve the use of data and intelligence across Inclusion to identify and secure improvement • Ensure mechanisms by which services measure and report outcomes and progress are robust • Invite creative and innovative approaches to delivery, promoting strong collaborative approaches between partner organisations

Job profile

	<ul style="list-style-type: none"> • Seek to identify opportunities for the joint commissioning of future provision and services ranging in value up to £1million dependent on partner investment • Ensure performance against SEND regulatory requirements are identified and prioritised, ensuring practice is embedded and impact of such can be evidenced. • Research good practice and innovation at a regional and national level • Ensure the Local Area SEND SEF, and identified areas for improvement, are understood by all key services and stakeholders • Monitor and review service performance and progress against agreed key measures and identify corrective action in a timely manner where required • Take the lead role in maintaining a strategic overview of local authority wide performance across SEND and Inclusion
Safeguarding	<ul style="list-style-type: none"> • Be responsible for and adhere to the systems to promote and safeguard the welfare of children and young people

Person Specification

Essential upon appointment	Desirable on appointment
Knowledge <ul style="list-style-type: none"> • In depth knowledge of current guidance and legislation with respect to SEND, CQC/Ofsted Local Area SEND Inspection, DfE Alternative Education and associated CQC and Ofsted inspection frameworks for care and education establishments • Knowledge of statutory requirements, including requirements in respect of the SEND Code of Practice 2014 • Role of the local authority as a lead partner for SEND and compliance with the Children and Families Act 2014 and the SEND Code of Practice 	
Experience <ul style="list-style-type: none"> • Significant senior leadership experience across education of children and young people with SEND and/or children's services • Experience of working within the public sector and political environments • Proven experience of quality assurance and improvement of public sector services for care, education or health • Successful planning of service improvement which improved outcomes • Substantial experience of engaging with partners at strategic level, securing commitment, collective responsibility and innovation for change • Experience of co production with partner organisations and parents/carers • Leading innovation and cultural change 	<ul style="list-style-type: none"> • Working in SEND in local authority settings
Occupational Skills <ul style="list-style-type: none"> • Strong range of leadership skills and abilities • Strong analytical and evaluation skills • Confident and assertive manner 	

Job profile

<ul style="list-style-type: none"> • Ability to challenge constructively to ensure improvement • Effective influencing and negotiating skills • Good interpersonal skills. • Strong communication skills across a variety of audiences • Ability to assimilate new initiatives, technology and software and interpret information and data. 	
Professional Qualifications <ul style="list-style-type: none"> • Degree or equivalent • Evidence of continuous professional development 	<ul style="list-style-type: none"> • Post graduate • Strategic leadership /Management Qualification
Other Requirements <ul style="list-style-type: none"> • High levels of intuition and professional drive • Ability to manage a number of consecutive work priorities • Ability to travel across the County • Ability to attend meetings outside of normal business hours 	<ul style="list-style-type: none"> •
Behaviours <ul style="list-style-type: none"> • Empathy and understanding of parents/carers, children and young people with SEND • Assertive manner • Strong commitment to co production and collaboration • Non discriminatory behaviour • Commitment to equality 	