# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# Job Title: SEND Development Officer

# Department: Children’s Services

# Grade: [Single Status 8](https://www.eastsussex.gov.uk/jobs/working-here/pay/east-sussex-single-status)

# Responsible to: Senior Manager – Assessment and Planning

# Purpose of the Role:

The Education Division sits within the Children’s Services Department of East Sussex County Council (ESCC) and has overall responsibility for the council’s strategy to improve educational outcomes for children and young people. The division acts as the champion for all children and young people, especially those who are vulnerable to underachievement, and works in partnership across early years, primary, secondary, special and post 16 education. The division also leads on statutory duties in relation to supporting children with additional and Special Educational Needs and Disabilities (SEND).

The SEND Development Officer will support and undertake a range of activities in implementing service developments across the Assessment and Planning Team and to maintain the systems and processes used to support and monitor them. They will support delivery of a high quality service for children with SEND, their families, schools and other agencies in line with statutory guidance.

# Key tasks:

1. Ensure that current management information systems are accurate, functional and effective.
2. Use management information systems to extract, manipulate and analyse performance and compliance data to inform the ongoing development of the service and report on team performance within the statutory timeframes.
3. Identify, coordinate and maintain Assessment and Planning processes which support wider service delivery across the Education Division.
4. Monitor progress against Assessment and Planning performance indicators and report to the Assessment and Planning management team.
5. Evaluate complaints received and responded to by the service in order to inform service improvement strategies.
6. Work with operational leads on reviewing existing processes and implement appropriate changes, ensuring the processes are clear and any changes are communicated to the team and all stakeholders effectively.
7. Monitor consistent application of agreed processes within Assessment and Planning and identify and take forward any required improvements in liaison with appropriate operational leads.
8. Communicate service developments effectively and clearly, including presenting items to members of staff and key stakeholders at meetings and producing written information which is accessible to a wide range of audiences.
9. Research, prepare and disseminate key messages and information to the Assessment and Planning Team using a variety of communication methods.
10. Identify, collate and submit regular service updates for ISEND newsletters, social media content and publications as required.
11. Ensure the Local Offer information is up to date and reflects any changes to internal processes.
12. Develop and maintain internal policies and guidance documents for new and existing staff in the Assessment and Planning Team.
13. Provide training and advice to the team and individual members of staff on statutory processes.

# PERSON SPECIFICATION

# Essential education and qualifications

* [QCF Level 3](https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels) or experience in a similar role.

# Essential key skills, abilities, knowledge, experience, values and behaviours

* Ability to communicate effectively in both written and oral form with a variety of audiences.
* Advanced skills in the use of Microsoft Word, Outlook, Excel and PowerPoint.
* Organisational skills.
* Ability to prioritise own workload to meet deadlines and to remain calm under pressure.
* Ability to set personal work targets and work on own initiative to meet them.
* Ability to work collaboratively as an effective wider team member to achieve service aspirations.
* Attention to detail and accuracy.
* Ability to collect, analyse, understand and interpret complex information and data to prepare reports to a high standard.
* Ability to work with minimum supervision, balancing using own initiative against need to seek management guidance.
* Ability to anticipate problems and achieve workable solutions.
* Understanding of the key issues and challenges faced by Education and ISEND.
* Experience of project management to deliver agreed outcomes.
* Experience of producing information documents for and presenting information to a variety of audiences.
* Experience of developing professional relationships and partnerships.
* Experience of working with Microsoft Word, Outlook, Excel and PowerPoint.
* Commitment to equality, opportunity and diversity.
* Flexibility and willingness to adapt to change.
* Reliability, honesty and a commitment to maintaining confidentiality.
* Ability to self-reflect and act on feedback on own performance.
* Full driving license or the ability to demonstrate how you will meet the travelling needs of the role.

# Desirable key skills, abilities, knowledge, experience, values and behaviours

* Project management skills.
* Knowledge and understanding of education and social care support services.
* Knowledge and understanding of SEND Code of Practice.
* Experience in using a computerised database to support service delivery.
* Local Government and/ or Education experience.

**Document version control:**

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Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role** |
| --- | --- |
| Using display screen equipment | Yes |
| Working with children/vulnerable adults | No |
| Moving & handling operations | No |
| Occupational Driving | No |
| Lone Working | No |
| Working at height | No |
| Shift / night work | No |
| Working with hazardous substances | No |
| Using power tools | No |
| Exposure to noise and /or vibration | No |
| Food handling | No |
| Exposure to blood /body fluids | No |