

BRIGHTON & HOVE CITY COUNCIL

JIN 4172

JOB DESCRIPTION

Job Title:	Home to School Transport SEND Officer
Reports to:	Home to School Transport Team Manager
Department:	Families, Children and Learning
Section:	Education and Skills

Purpose of the Role

Responsible for oversight of the work of the HTST team in relation to the systems and processes that identify the needs of children and young people with SEND and medical needs on transport, the assessment of any risks during travel and the passporting of high quality relevant information to transport operators

To be the key point of contact between the SEND and HTST teams, as well as health services at Seaside View, responsible for ensuring systems and processes dovetail effectively and provide high-quality fully integrated information in the best interests of children and families and the efficient running of the HTST service

To oversee the training programme for transport staff in SEND awareness, safeguarding, equalities and other areas as defined by the contract and to monitor take-up and effectiveness. To upgrade, improve and extend the training offer as needed.

To work closely the Parent and Carers' Council (PaCC) and families using HTST to ensure they are full partners in the development of the service's response to children's SEND and medical needs.

Principal Accountabilities:

1. Reporting to the HTST team manager, to have responsibility for ensuring the SEND and medical needs of children are fully identified and met on journeys to and from school.
2. To be the link between the health services at Seaside View, the SEND team, the Home-to-School Transport Service and the Parent and Carers' Council (PaCC) in relation to SEND and medical matters, ensuring that systems and processes for identifying SEND and medical needs dovetail effectively between the teams and services, and that transport operators receive timely, relevant and high-quality information on how to keep children safe and well on transport.
3. To be the link for the HTST service in the implementation of the Council's SEND Strategy, ensuring the work of the HTST service is fully integrated within the City's wider SEND developments.

4. To attend meetings, forums and Panels in other service areas as needed to ensure that HTST systems work in the most effective way.
5. To ensure that Home-to-School Transport application forms, risk assessments and pupil information sheets are completed and further developed as necessary, to provide the most effective identification of SEND and medical needs.
6. To monitor the response of transport providers to the information received on children with SEND and make sure their needs are fully met.
7. To ensure that there are specialist plans in place as needed for children and young people with specific and complex medical needs, such as epilepsy.
8. To ensure there is a comprehensive training offer for transport operators in relation to SEND, medical needs, first aid, safeguarding and equalities, both in terms of e-learning and with face to face training. To monitor the take-up of the offer by transport staff. To improve and develop the training offer in partnership with parents/ carers and all stakeholders.
9. To ensure that training and support covers areas of SEND that require specialist knowledge, such as autism, emotional and behavioural needs, physical difficulties and communication needs.
10. To attend regular Transport Panels, providing specialist SEND advice and guidance to assist with determining eligibility for travel assistance for children and young people in accordance with the Brighton & Hove City Council Home to School Transport Policy
11. To support the Home-to-School Transport appeals process in consultation with the HTST Team Manager and Amaze/ PaCC, ensuring that SEND factors are fully explored and considered in the appeal process.
12. To provide management and performance data on SEND and medical factors as needed. To use data to constantly improve and update systems and processes.
13. To support the investigation of complaints and concerns, where they concern SEND and health matters and ensure a comprehensive response. To ensure that complaints and feedback are used to ensure continual service improvement.
14. To act in accordance with safeguarding policies and procedures
15. To support the work of the team as needed, including providing cover for HTST team colleagues as needed, and extra support at times of high demand.
16. To undertake regular training and keep up-to-date in relation to policies and procedures relating to SEN and Home-to-School Transport

Duties of the role, as set out above, should not be regarded as exclusive or exhaustive, the Council reserves the right to update the job description, from time to time, in consultation with the role holder.

There may be other duties and requirements associated with the role and, in addition, as a term of employment the role holder may be required to undertake various duties as may reasonably be required.

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PERSON SPECIFICATION

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Section:	Education and Skills

Essential Criteria

Job Related Education, Qualifications and Knowledge	<ul style="list-style-type: none">• Educated to degree level or equivalent or evidence of equivalent experience• A strong background in SEND and/ or health issues relating to children and young people as a teacher, health service worker or similar• Excellent working knowledge of SEND including relevant legislation and Education, Health and Care Plans (EHCP)• Knowledge of local authority duties to provide Home-to-School Transport for eligible children and young people• Excellent working knowledge of safeguarding including emerging trends and safeguarding issues affecting children, young people and their families• An excellent understanding of the challenges faced by children and young people with a special education need and their families
Experience	<ul style="list-style-type: none">• Significant experience of working with children and young people with SEND and their families in a professional capacity• Experience of working to Local Authority policies and procedures or equivalent policies in a school or education-based setting• Experience of partnership working including with external partners and service users• Experience of working to safeguarding procedures, including implementation of measures to ensure health, safety and wellbeing of service users• Experience of handling challenging conversations firmly, consistently and with compassion, in person, in writing and on the telephone.• Demonstrable experience of and commitment to professional development including identification of additional training and a willingness to continuously learn and adapt• Experience of promoting equal opportunities within a working environment

Skills and Abilities	<ul style="list-style-type: none"> • Ability to write clear, concise and sensitive reports, summaries and letters including to service users, their parents and guardians and other professionals • Ability to engage with teams and agencies within and beyond the council and build partnerships that promote the interests of children and young people with SEND • Ability to empathise with parents and carers and to engage with them as partners in the identification of their children's needs and actions to meet those needs on transport • Ability to process complex reports and meetings and summarise the key issues quickly and succinctly • Ability to interpret and implement statutory requirements • Ability to manage competing work priorities • Ability to work under own initiative • Excellent ICT skills including Word, Excel and specialist software packages • Ability to build strong professional working relationships within Families, Children & Learning and with other services and agencies
Equalities	<ul style="list-style-type: none"> • To uphold, work within and actively promote the <i>"Brighton & Hove City Council's Equality & Inclusion Policy Statement and Strategy"</i> in relation to service delivery and staff management.