



## Job profile

# SEND Monitoring Coordinator

## Grade F

**Group:** Care, Wellbeing and Learning

**Service:** Early Help

**Location:** Civic Centre

**Line Manager:** SEND Officer (Monitoring)

**Car User Status:** Casual

### Job Purpose

To provide efficient and effective administration for the SEND Team, including offering appropriate support and guidance to parents, schools and other professionals.

### The key roles of this post will include:

1. To contribute to the efficient use of budgets by maintaining accurate, up to date and appropriate budget monitoring systems, contributing to the calculation of school funding, payment and recoupment of invoices.
2. To collate information to assist in the production of reports to support the monitoring of SEND funding within education, health and social care and to advise and support schools in the use of costed provision mapping.
3. To support the work of the SEND Panels by collating agendas and taking minutes of meetings.
4. To assist the management of the team and ensure performance indicators are met for the Service through the preparation of statistical and other reports.
5. To co-ordinate the attendance of relevant professionals at SEND Review meetings, ensuring that all necessary documentation is distributed prior to review meeting.
6. To attend Annual Review/ Action Planning meetings as a representative of the SEND Service, where appropriate.
7. To establish and administer the processes and systems associated with the SEND Team ensuring that appropriate records are maintained, through use of Agresso, EMIS, Civica and Care First
8. To liaise with schools, care providers and other LA services to collate data to assist the work of the SEND Monitoring Team and to ensure that relevant education and care packages have been provided.
9. Such other responsibilities allocated which are appropriate to the grade of the post.



## Knowledge & Qualifications

### Essential:

#### Knowledge

- Financial processes and practice including extensive use of appropriate financial software and spreadsheets.

#### Experience

- Excellent IT skills to use a range of Microsoft Office software.
- Able to organise workload, prioritise competing demand and work to deadlines.
- Working on own initiative.
- Liaising with school staff.
- Collating data.

#### Qualifications

- A minimum of 5 GCSE's grades A-C, or equivalent including Mathematics and English.
- NVQ Level 3 in Business Administration or equivalent

### Desirable:

#### Experience

- Training experience

#### Qualifications

- European Computer Driving Licence (or equivalent)
- Relevant Degree



## Competencies

<b>Customer Focus</b>	Puts the customer first and provides excellent service to both internal and external customers
<b>Communication</b>	Uses appropriate methods to express information in a clear and concise way to make sure people understand
<b>Team Working</b>	Works with others to achieve results and develop good working relationships
<b>Making things happen</b>	Takes responsibility for personal organisation and achieving results
<b>Flexibility</b>	Adapts to change and works effectively in a variety of situations
<b>Learning and Development</b>	Actively improves by developing and applying new skills and knowledge and learns from past experiences