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|  | **POST TITLE:** | **Special Educational Needs and Disabilities Placement Planning Officer** |
| 1. **2.** | **POST NUMBER:** |  |
| 1. **3.** | **GRADE:** | Grade 13  Job Evaluation Ref No: N10406 |
|  | **LOCATION:** |  |

1. **RELEVANT TO THIS POST:** *(please delete where not applicable)*

**Flexible Working:** Subject to service needs the council’s flexible working policy is applicable to this post

**Disclosure & Barring Service:** Subject to DBS Standarddisclosure

**Politically Restricted:** The council has designated this as a politically restricted

(SCP 44 and above) post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State.

1. **ORGANISATIONAL RELATIONSHIPS:**

The post holder will be accountable to the Head of Service for Early Help Inclusion and Vulnerable Children under the line management of the SEND and Inclusion Strategic Manager. To ensure that the Local Authority’s statutory responsibilities under the 2014 Children and Families Act, the Children Act 2004 and related legislation are effectively discharged the role will be aligned to wider elements of the Children and Young Peoples Service.

The post holder will work in partnership across the Local Area with education, health and care colleagues across the 0-25 year age range.

1. **DESCRIPTION OF ROLE:**

The Special Educational Needs and Disabilities Placement Planning Officer will support the SEND and Looked After Casework Team developing systems, processes and practices that ensure the effective placement of children, young people and young adults in the nearest most appropriate provision. The SEND and Looked After Children Casework Team provides high quality casework across 0-25 age phase that ensures that children and young people with SEND and those who are Looked After by the Local Authority achieve outcomes that are aspirational and prepare young people for adulthood, the four key outcome domains are described as:

* Developing Independence ensuring that children and young people have the freedom to develop personal and social skills in their local school and community settings with the opportunity to develop friendships.
* Experiencing good Health through timely assessment and support from 0-25 years with all professionals using person centred approaches in their integrated support.
* Building Resilience, receiving the right adaptations and support to develop personal strategies that secure inclusion in learning and community settings.
* Achieving Employment (or life opportunities relevant to their needs) through providing pathways opportunities that support transition into adult life.

The post holder will ensure that the duties set out in the Children and Families Act and the SEND Code of Practice are adhered to including.

* ensuring the high quality of new Education, Health and Care Plans (EHCP’s) following best practice principles
* determining the most appropriate learning placement of children and young people including mainstream, enhanced and specialist options
* providing proportionate support, guidance and advocacy to children and young people with SEND and their families
* providing support, guidance and where necessary challenge to learning providers as part of the graduated response to meeting identified needs
* facilitating effective transitions through each learning age phase that ensure a focus on outcomes that prepare young people for adulthood remains in place
* responding effectively to additional vulnerabilities that inhibit children and young people achieving their aspirations

The post holder will be responsible for the strategic forecasting, planning and monitoring of specialist and enhanced learning placement for County Durham children, young people and young adults. Ensuring that there are sufficient good school places that can effectively meet the needs of all pupils SEN and disabilities.

The post holder will develop effective consultation mechanisms between the SEND and Looked After Children Casework Team and learning providers ensuring adherence to statutory timescales and placement value.

1. **DUTIES AND RESPONSIBILITIES *SPECIFIC* TO THIS POST:**

The duties of this role will be primarily be aligned to the effective placement of young people with high needs in the nearest most appropriate provision. In doing this the postholder will support the strategic planning for the service whilst ensuring that operational practice contributes to developing the highest standards in specialist and enhanced provision for Durham, children, young people and young adults. The primary responsibilities for the role are:

Strategic

* To effectively deliver the requirements of the Local authority as set out in the Children and Families Act 2014 to keep the provision for children and young people with SEN and disabilities under review (including its sufficiency), working in coproduction with parents, young people, partners and providers
* To coproduce with parents, carers, children, young people, young adults and partners a strategic plan for specialist provision (including enhanced provision) in County Durham with an appropriate review, refresh and republish cycle
* To ensure that specialist and enhanced placement provision is of the highest value, is provided through existing resources and is sustainable in the future.
* Identify opportunities to invest in capital infrastructure that will create new (additional) places at good or outstanding provision and improve the offer in existing facilities or develop new provision where there are gaps
* Collaborate with other local authorities to form partnerships that work effectively across borders in determining placement and provision options
* Work with colleagues in the Local Authority to ensure that the strategic plan for specialist provision including capital investment sits coherently with wider Local Authority Plans
* Work with performance and intelligence colleagues to conduct data analysis which informs longer term trends in capacity for specialist provision
* To publish the County Durham strategic plan for specialist provision (including enhanced provision) on the Local Offer and through other appropriate channels

Operational Leadership

* Monitoring and tracking placement and placement capacity for children with SEND across County Durham
* Ensure the Casework Team contribute intelligence of need with data to forecast and model year 6 to 7, year 11 to 12 and year 15+ placement with the purpose of identifying and securing provision placement at the earliest opportunity
* Working with Casework Team Managers establish a framework for assuring quality and positive impact of high cost independent placement.
* Lead on the development of innovative solutions to meet gaps in specialist provision
* Work with special school leadership teams to ensure that the identification of primary SEND need is clearly attributed to placement funding. Ensuring that budgets can be set in a timely manner
* To ensure that any changes in the identified primary needs of pupils as identified by learning providers is done through a clear and accountable process. Ensuring that budgets can be set in a timely manner
* Actively engage and inform parents and carers of the offer in the nearest most appropriate provision helping to inform choice.
* Promote the local specialist and enhanced provision offer to parents and carers

**9. COMMON DUTIES AND RESPONSIBILITIES:**

9.1 **Quality Assurance**

To set, monitor and evaluate standards at individual, team performance and service quality so that the user and the Service’s requirements are met and that the highest standards are maintained.

To establish and monitor appropriate procedures to ensure that quality data are reported and used in decision making processes and to demonstrate through behaviour and actions a firm commitment to data security and confidentiality as appropriate.

9.2 **Communication**

To establish and manage the team communications systems ensuring that the Service’s procedures, policies, strategies and objectives are effectively communicated to all team members.

9.3 **Professional Practice**

To ensure that professional practice in the team is carried out to the highest standards and developed in line with the Service’s stated objectives of continual improvement in quality of its service to internal and external customers.

9.4 **Health and Safety**

Manage health and safety in their area of responsibility in accordance with the relevant section(s) of the Corporate/Service Health and Safety Policy and to ensure that the Health and Safety policy, organisation arrangements and procedures as they relate to areas, activities and personnel under your control are understood, implemented and monitored.

9.5 **General Management (where applicable)**

To provide vision and leadership to staff within a specialist team, ensuring that effective systems are in place for workload allocation and management, the application of the Authority’s and the Service’s policies and procedures, including those relating to equality, supervision and appraisal and all aspects of their performance, personal development, health and welfare.

9.6 **Financial Management (where applicable)**

To manage a designated budget (as required) ensuring that the Service achieves value for money in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularity.

9.7 **Appraisal**

All employees will receive appraisals and it is the responsibility of each employee to follow guidance on the appraisal process.

9.8 **Equality and Diversity**

As an organisation we are committed to promoting a just society that gives everyone an equal chance to learn, work and live free from discrimination and prejudice.  To ensure our commitment is put into practice we have an equality policy which includes responsibility for all employees to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

       These policies apply to all employees of Durham County Council.

9.9 **Confidentiality**

All employees are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work unless it is permitted for the purposes of their role, they have explicit consent from the person concerned or exceptions governed by legislation.

All employees must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using Council information assets. The Council has a Personal Information Security Policy in place.

9.10 **Induction**

The Council has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.

**Person Specification**

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|  | **Essential** | **Desirable** | **Method of Assessment** |
| **Qualification** | Educated to degree or equivalent level in a relevant field | Relevant Management Qualification  Project Management qualification | Application form  Selection Process  Pre-employment checks |
| **Experience** | * Practice/working with Children and Young People with SEND and other complex needs * Experience of implementing and managing simple change and business transformation; proactively pursuing continuous improvement * Leading consultation and participation activity with a wide range of audiences to develop innovative solutions that maximise impact * Experience of collaborative working with a range of partners including: schools, colleges, health and social care professionals to affect change and problem solve * Managing education, health or social care services * Experience of managing financial and reputational risk * Project level planning and people management including motivation and empowerment, performance management and development | * Production of high quality Education Health Care Plans * Management experience of implementing the SEND Code of Practice * Inclusive practices in respect of children and young people specifically those who are Looked After, previously looked after and or those with SEND * Engaging in disagreement resolution techniques * Experience of effective matrix management * Experience of evaluating the quality of provision for children and young people with additional needs in an education setting | Application form  Selection Process  Pre-employment checks |
| **Skills/Knowledge** | * Thorough knowledge and understanding of Special Educational Needs * Project management, business transformation and change management skills * Ability to think analytically, strategically and creatively, and to influence and manage change across management and professional boundaries * Understand the strengths, motivations, aspirations and areas for development within a project team and use this information to form positive working relationships built on trust which will empower, challenge and develop the project team * Understand the ‘One Council’ ethos and the values which underpin it * Understand the council’s service design principles to ensure the most effective level of service delivery is maintained within the resources available * Knowledge of current legislation and policy drivers relating to Looked After Children and children and young people with SEND * Understanding of children and young people’s development through 0-25 years * Excellent understanding of SEND and vulnerable children outcomes planning and planning that prepares children and young people for adulthood * Ability to source, analyse and use a range of quantitative and qualitative data to improve services * Design and delivery of training to meet identified need * Strong communication skills (written and verbal) including presentation skills * The ability to delegate effectively; * Negotiation / influencing skills * Good ICT skills | * Specialist areas e.g. in depth knowledge of SEND legal issues and the tribunal process. * The ability to identify and exploit commercial opportunities for the benefit of the community and the Council * Good knowledge of the Looked After and wider Social Care systems * Good knowledge of Early Years Provision * Good knowledge of work and employment opportunities for young people with SEND. * Well-developed knowledge of equality issues in schools and colleges. * Good knowledge of high needs provision and funding | Application form  Selection Process  Pre-employment checks |
| **Personal Qualities** | * A drive to work in coproduction with children and young people and their families, corporate parents and care leavers to ensure that their voice is heard clearly and that they are able to contribute to their assessment and provision * Ability to motivate and support staff/teams to achieve results. * Commitment to an inclusive ethos for the education of children and young people with SEND and those looked after or previously looked after. * Ability to plan and manage a team with a strong performance management and quality improvement ethos. * Demonstrate a commitment to improving outcomes for young people, particularly as they relate to Preparing for Adulthood. * Adaptability, flexibility and the capacity to work effectively under pressure and to tight deadlines. * Strong interpersonal and negotiation skills that can influence positive change. * Skilful assertion techniques * Commitment to maintaining and improving quality standards. * Enthusiasm to work as part of a team. * Ability to take initiative and personal responsibility for delegated tasks. * Takes a solution focussed approach. |  | Application form  Selection Process  Pre-employment checks |
| **Other qualities** | Travel is as essential requirement of the post |  | Application form  Selection Process  Pre-employment checks |