



South Tyneside Council

CHILDREN ADULTS AND HEALTH

JOB DESCRIPTION

POST TITLE: School Improvement Officer - Special Educational Needs and Disabilities (SEND)

GRADE: Soulbury (point 14)

RESPONSIBLE TO: Service Manager - Education and Standards

Overall Objectives of the Post:

This post is a key position within the Education and Standards Service. Its prime focus is to support the Service Manager - Education and Standards with the task of raising standards and improving the quality of SEND provision and Inclusive practice across all educational settings.

1. You will provide authoritative challenge, advice and support to mainstream and special schools. You will:

- Act as a critical professional friend to allocated schools, helping leadership to evaluate its performance, identifying priorities for improvement and planning effective change.
- Act as representative of the LA by supporting the school in setting robust and challenging targets.
- Promote quality first teaching for all children with a focus on inclusive practice for children with emerging needs, SEND support and those in receipt of an Education, Health and Care Plan.
- Monitor and report on the quality of SEND provision in the LA's education establishments and report both to the Service Manager - Education and Standards and Service Manager - SEND, Access and Inclusion.
- Strategically lead on the work to narrow gaps in educational achievement for pupils with SEND.

2. You will provide additional leadership and management support to those schools where additional support has been allocated. You will:

- Support schools with key processes set out in the SEND Code of Practise (2015): writing development plans, developing tracking systems, monitoring and evaluating the quality of SEND provision through developing frameworks for classroom observations, and work scrutinies.
- Provide high quality training for school leadership teams and staff on key issues such as quality of SEN Support, implementing the SEND Ranges, teaching, assessment and subject leadership.
- Support schools with specific difficulties, for example staffing turbulence, crises.

4. You will support the Service Manager-Education and Standards to:

- Ensure effective monitoring of performance for pupils with SEND to support the council's strategic plan.
- Ensure that the service fulfils statutory responsibilities for pupils with SEND.

5. In addition you will:

- Represent the LA at national, regional and local training and meetings in connection with your work e.g. Primary/Secondary SENCO Networks.
- Work closely with the Service Manager - SEND, Access and Inclusion and Area SENCO to manage meetings and strategies to ensure the spread of good practice across the Borough.
- Support the effective implementation of specific projects.

6. You will be responsible for making a corporate contribution. You must:

- Understand the Council's vision and priorities and how your role contributes to them.
- Relate your work to the Members and the people of the Borough in a way that makes sense.
- Identify new or improved methods of service delivery within your sphere of work.

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: AR/EF/CL

Date: 30.10.19