

<b>Job Title:</b> SEND Transport Senior Officer	<b>Role Profile Number:</b> PCDH88
<b>Grade:</b> Q	<b>Date Prepared:</b> May 2021
<b>Directorate/Group:</b> Children's Services- Inclusion & Achievement	<b>Reporting to:</b> SEND Operations Manager
<b>Structure Chart attached:</b>	No

### Job Purpose

The overall responsibilities of the service/function are:

- The Special Educational Needs and/or Disabilities 0-25yrs (SEND) Service aims to improve outcomes and make a positive difference to the lives of children and young people with SEND, and their families, who require support to be included in their community.
- The service will provide high quality, coordinated child, young person and family-centred services which responds to needs and adopts a preventative and early help approach. Whenever and wherever possible services will be provided at a mainstream universal level (within communities) and barriers to this will be removed.
- The service will adhere to agreed key operating principles designed by customers and staff, and which ultimately place the child, young person and their family at the heart of service provision and empower them to live the life they choose. This will be achieved by enabling the provision of timely, coordinated services, planned in partnership with each child, young person and their family.
- The service sits within Swindon's Children's Services, Inclusion and Achievement Service. Children's Services in Swindon are delivered by a number of agencies working together through a shared vision and values. The Service is pivotal in supporting delivery of the Council's overall Business Plan and the development of Commissioning Strategies and will be required to work closely with Commissioners, and in accordance with relevant service specifications.
- Services are delivered in a way which listens to and responds to the voice of children, young people and their families. The Council places significant value on working with parents/carers through our Parent Carer Forum; Swindon SEND families Voice and has a strong track record of involving children and young people in the development of services.

### Key Accountabilities

The SEND Transport Senior Officer will ensure that children and young people's home to school travel is provided in the most effective and cost efficient manner.

Specific duties and responsibilities include:

- To develop, monitor and advise on the authority's SEND Transport Policy.
- To monitor the SEND Transport budget and expenditure and provide monthly reports to managers.
- To provide guidance on entitlement and interpret changes to law on all aspects of the SEND transport policy to colleagues within the authority, parents, head teachers and other stakeholders.
- To manage the entitlement and make day to day decisions about SEN transport provision for all pupils with SEND. This includes the management of the post 16 transport scheme and implementing and overseeing a corporate plan to improve the process.
- To prepare cases for and make recommendations to the SEND Panel in conjunction with EHC Coordinators for all cases where exceptions to policy are to be considered and to review & monitor all exceptional cases.
- To work closely with the Statutory SEND Services Manager/Passenger Transport Manager to provide transport services in the most cost effective manner in order to contribute to ongoing corporate savings.

- To make day to day operational decisions about any necessary changes to arrangements in order to respond to incidents and to health and safety issues and to monitor the effects on the budget.
- To undertake risk assessments for all new young people requiring transport in order to make decisions about allocation of individual passenger transport assistants (escorts) for pupils with SEND and to review the arrangements as necessary. This includes the implementation of individual health care plans to ensure that pupils with complex medical needs as transported as safely as possible working alongside health colleagues as appropriate.
- To provide accurate information regarding individual children and young people's needs in order to ensure that the most appropriate transport is provided and to liaise with schools & parents about this, as appropriate. This includes making decisions about the type of transport appropriate for the needs of the pupil.
- To monitor on a monthly basis the top 20 most expensive single occupancy contracts and transport arrangements for pupils who are travelling more than 20 miles to school and to review these arrangements as appropriate.
- To co-ordinate and monitor the Personal Travel Budget scheme in place in order to increase the numbers of young people using this to provide choice and control and to secure long term savings to the budget.
- To develop, monitor and advise on the Independent Travel Training Scheme.
- To carry out all tasks and responsibilities in accordance with legal requirements across education, health and social care, including identifying if a vulnerable child or young person may be at risk.
- To contribute to the development of the SEND service, to respond to operational needs by initiating, developing and implementing innovative solutions
- Safeguarding is an essential part of this position. The post holder will be expected to be up to date with all national and local guidelines relating to this.
- To ensure work undertaken meets the required standards and performance criteria for the safeguarding and well-being of children and young people.
- To ensure that all work undertaken enables equal opportunities regardless of ethnicity, disability and other protected characteristics
- Promote the Children's Services in accordance with the Business Plan and good customer care practice and be responsive to customers, Governors and elected members.

### **Supplementary Accountabilities**

To be available during usual office hours in order to ensure business continuity for the service across the working week. To work flexibly on occasions, where directed, outside usual hours in order to provide effective service delivery.

### **Knowledge & Experience**

#### Essential

- Substantial experience of working with children and young people with special educational needs difficulties and disabilities or experience of working in a transport environment
- Extensive knowledge of the Children and Families Act (2014)
- Extensive knowledge relating to the NHS and Community Care Act 1990
- Specific knowledge of SEN policy and law, relating to education transport and in particular SEN
- Good written and oral communication skills
- Working and making decisions under pressure
- Knowledge of services for children and young people and related policies and developments
- Good organisational and administrative skills
- Ability to establish a successful and trusting relationship with the child or young person and family

- Good team player who can also work on own initiative with ability to prioritise tasks
- Excellent written and verbal communication skills

Desirable

- CIEH Qualified Risk Assessor
- Trained in mediation techniques
- Qualification or post graduate training in special educational needs such as the national SENCo award, and/or finance, accounting or business administration
- Qualification in internal auditing
- Experience of supporting children/young people/families with SEND
- Experience of co-ordinating multi professional meetings.
- Evidence of continuous professional development and/or training.
- Two years previous experience working in health, social care or education environment
- Extensive experience of working in partnership with children, young people and their families, particularly those with SEND

**Qualifications**

- Degree or equivalent level of qualification / experience

**Decision Making**

- Ability to establish relationships based on trust and respect and shared objectives to facilitate joint planning, decision making and improved outcomes for children and young people
- Decision making informed by a comprehensive grasp of risk management, control and governance and the role and centrality of stakeholder needs and expectations
- Critical analysis and scrutiny skills in order to inform robust quality assurance outcomes and achieve the best results
- Effective decision making for prioritisation of time and activity within a context of competing demands
- Efficient and robust decision making based on a thorough understanding of the Special Educational Needs and Disability Code of Practice and related guidance, regulations and law, financial regulations and procurement requirements.
- Analysis and findings based on best value principles and outcomes based accountability

**Creativity and Innovation**

- A commitment to think innovatively, creatively and logically
- Excellent oral and written communication skills; and adaptable inter-personal skills.

<p><b><u>Job Scope</u></b></p> <p><b>Number and types of jobs managed</b></p> <ul style="list-style-type: none"> <li>• 0.6 SEND travel Advisor</li> </ul> <p><b>Typical tasks supervised/allocated to others</b></p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>	<p><b>Budget Holder</b></p> <p><b>Responsibility</b></p> <p><b>Asset Responsibility:</b></p>	<p>No</p>
---	--	-----------

## Contacts and Relationships

Evidence of ability to work with tact, clarity of purpose and sensitivity with clients and others to include

- Managers, practitioners in a wide range of services for children and young people within the public, independent and community sectors
- Council and NHS/CCG staff
- Parents, young people and children with special educational needs and disability
- Information and advice services, alternative provision leads, school improvement and Virtual School

## Values and Behaviours

We strive to underpin our culture of being 'At our Best' through strong management and authentic leadership. This means getting the management basics right. We own and demonstrate accountability, both individually and collectively, and aim to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, by displaying:

- Accountability at all levels
- Customer care and pride in what we do
- Continuous learning and evaluation
- Valuing one another and the contribution each of us makes

<b>Employee Signature:</b>	Print Name:
<b>Date:</b>	
<b>Line Managers Signature:</b>	Print Name::
<b>Date:</b>	