



## Role Profile

<b>Job Title:</b> SEND Compliance Officer	<b>Role Profile Number:</b> SBC_12211
<b>Grade:</b> CFL 8	<b>Date Prepared:</b> June 2024
<b>Directorate/Group:</b> Children Services – SEND Service	<b>Reporting to:</b> Programme Manager
<b>Structure Chart attached:</b>	Yes

### Job Purpose

1. To develop systems, policies and procedures that ensure the improving performance of the service and to the areas of strategic development that fall within the service scope.
2. To ensure that resources available for SEND service delivery are used well and effectively and that the service is fully accountable through comprehensive audit and scrutiny for reporting and governance purposes.
3. To work effectively in partnership with parents, young people, education, health and care services, commissioners and information services in reviewing and developing delivery and processes for an efficient and responsive service.
4. To ensure compliance with commissioning and statutory requirements for children and young people with SEND.
5. To establish a robust quality assurance programme which supports and challenges in order to improve outcomes for children and young people with SEND

### Key Accountabilities

- To lead and manage the implementation of agreed service developments relating to systems and policies.

- To lead on maintaining and developing SEND policies and ensuring that all SEND policies that fall within the service responsibility are compliant for statutory requirements and regulations, regularly reviewed and updated, and realise of the benefits of coproduction.
- To coordinate Freedom of Information and Subject Access Requests, Information Sharing agreements, feedback and customer satisfaction mechanisms to ensure an efficient service response and better understand information and service requirements.
- To manage maintenance of service records and data to support service performance management requirements, and the process of commissioning services and provision including quality assurance and spend projections.
- To research and develop a strategy to ensure that the Operations and Programme Team works in partnership with colleagues and partners to deliver the service core business functions
- To collect, collate and interrogate data relating to performance of the service and area delivery for SEND, and produce reports that inform strategic decision making.
- 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.
- To develop and deliver a strategy to maximise use of other sources of revenue and resource in order to make best use of the high needs funding; to include effective use of personal budgets, joint commissioning and strong integrated practice and early help, working with a range of partners including health.
- To analyse and present area wide data on SEND and the use of dedicated resources including statutory services and high needs funding, in order to understand strengths and areas for development against national benchmarks.
- To organise and deliver targeted reviews and thematic investigations of provision, spend and demand to inform commissioning reviews, resource allocation and efficiencies, best value reviews and sufficiency planning (workforce and provision).
- To support in maintaining a clear line of sight on the quality and consistency of decision making for high needs funding allocation and the use of such allocations at organisation and individual child/young person level to deliver specified provision and achieve expected outcomes.
- To ensure that all educational settings and partner agencies are provided with relevant and current advice, guidance and policy with regard to the discharge of statutory duties and

responsibilities by the Local authority and partners with regard to special educational needs and disability.

- To lead and manage the operation of the quality assurance area framework for SEND working with leads in key services, in health and in adult and children's care to deliver a coordinated programme of scrutiny and moderated self-review relating to the statutory assessment of special educational needs.
- To manage and review service complaints, concerns and compliments, including biannual thematic analysis of SENDIST tribunal and formal mediation activity in order to inform quality reviews of service and shared functions.
- To support in developing a strategy to coordinate area wide quality assurance intelligence and analysis for performance management reviews and strategic decision making, working with the service and partners agencies to effect change and improvement.

### **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

- Evidence of a high level of IT and computational skills
- Experience of working proactively with partners and stakeholders including parents, children and young people to gather feedback and shape the service provided.
- An understanding of current issues and legislation relating to special educational needs and disability, inclusion and human rights
- Significant experience of project or team working and of implementing systemic change
- Ability to analyse technical assessment information from a range of professionals and synthesise
- Sector specific experience e.g. senior SENCo, education business manager in specialist provision
- Knowledge and experience of quality assuring assessments and assessment decisions.
- Excellent oral and written skills, in order to inspire and engage a range of participants in self-review and critical analysis of performance and productivity
- Data analysis skills
- Understanding of value for money, best value, efficiency and productivity, and experience of budget or resource management
- Effective reporting and presentational techniques that can deliver change and results

### **Desirable**

- Experience in the use of key audit tools such as job analysis and organisational risk assessment

### **Qualifications**

#### **Essential**

- English and mathematics GCSE grade C or above
- Degree level qualification, or level 5 qualification and/or significant equivalent professional experience
- A commitment to continuous professional development for self and others

### **Desirable**

- Qualification or post graduate training in special educational needs such as the national SENCo award, and/or finance, accounting or business administration

### **Decision Making**

#### **Essential**

- 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
- 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.
- 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**

#### **Essential**

- A commitment to think innovatively, creatively and logically, to develop creative solutions related to statutory casework, and which contribute to the development and successful implementation of SEN policy and strategy.
- Excellent oral and written communication skills, adapted for a range of audiences which will require a high level of inter-personal skills and communication skills.

**Job Scope**

Number and types of jobs managed  
n/a

Typical tasks supervised/allocated to others

**Job Scope**

Number and types of jobs managed

- 3.6 FTE – SEND Finance Officer FTE/0.6 SEND Finance Officer; Policy & Performance Officer & SEND Apprentice

Typical tasks supervised/allocated to others

## **Contacts and Relationships**

- Evidence of ability to work with tact 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