

## Kent County Council

### Job Description: *Mainstream Schools SEND Provision Evaluation Officer*

<b>Directorate:</b>	<b>Children, Young People and Education</b>
<b>Unit/Section:</b>	<b>SEN Assessment and Placement</b>
<b>Grade:</b>	<b>KR11</b>
<b>Responsible to:</b>	<b>Senior SEND Provision Evaluation Officer and SEND Monitoring and Inclusion Manager</b>

#### **Purpose of the Job:**

To monitor and evaluate the special educational needs provision in mainstream schools across a designated quadrant or district of Kent in accordance with statutory duties and County SEND priorities.

To monitor and evaluate the provision for individual children and young people with Education Health and Care Plans or with High Needs Funding in mainstream provisions ensuring that they are making appropriate educational progress.

Provide advice and guidance to schools on SEN processes, procedures and statutory duties.

To provide advice and support schools in the development of whole school inclusive practice.

Work collaboratively with schools, parents, communities, other staff within the Directorate and other agencies with the aim of raising standards of achievement and independence, as well as improving well-being and life chances of children and young people with SEND.

#### **Main duties and responsibilities:**

- To monitor, evaluate and advise on the provision, practice and deployment of resources for children and young people with SEND in mainstream schools across a designated quadrant or district of the county.
- Ensure compliance with the SEN Code of Practice and legal guidance.
- Signpost schools to sources of additional support to close the gap in attainment between SEND pupils and their peers e.g. Local Inclusion Forum Team or Local Offer information.
- To represent KCC at Annual Reviews or other relevant review/related meetings (taking the role of chair when necessary) to evaluate the provision, practice and deployment of resources for children and young people with EHC Plans as part of an agreed focus or when requested by Line Manager.
- Prepare reports on the provision in place for individual children and young people and their progress, providing information to help inform decision-making as to the suitability of provision and any action that might be necessary to ensure needs are met including, where necessary, decisions about SEN Tribunal Appeals.

- Analyse data provided by schools and LA data to track progress of individuals and groups of children and young people with SEN in mainstream schools.
- Provide information through Record of Visits or advice to assist the LA in ensuring that decisions about Statutory Assessment and provision for children and young people are made within the framework of robust processes.
- Explore concerns raised by parents/carers, children or young people about the SEN provision in place for them.
- Provide support and guidance to colleagues within the Directorate in relation to school provision, progress towards identified outcomes and attainment.
- Undertake continuous professional development for this post, developing further the required specialist knowledge, skills and expertise in SEND, teaching and effective support for learners with learning difficulties and disabilities.

The post holder must carry out their duties in accordance with the KCC Equal Opportunities and Diversity Policy Statement, the Children's Safeguards Policy and the Health and Safety Policy.

The deployment of the post holder will be on a county wide and out of county basis.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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### Person Specification: *Mainstream Schools SEND Provision Evaluation Officer*

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<p>Qualified teacher status with demonstrable teaching experience of pupils with special educational needs</p> <p>National Award for SEN Coordination or Post Graduate qualification in SEN</p>
<b>EXPERIENCE</b>	<p>Experience of working as a classroom teacher within a mainstream school</p> <p>Experience of working in mainstream schools in the post of SENCo or specialist teacher</p> <p>Experience of directly influencing the development of whole school SEN provision</p> <p>Experience of reviewing and/or monitoring provision for individual children and young people placed in mainstream provision to meet a range of needs</p>
<b>SKILLS AND ABILITIES</b>	<p>The ability to think clearly, collect and record data and information, analyse issues and assess options and present data and information in a clear concise and user-friendly way</p> <p>Good organisational skills and the ability to work both independently and as part of a team, with a minimum of direct supervision, taking responsibility for the achievement of agreed team and individual objectives and targets</p> <p>Effective interpersonal skills and objectivity of approach in working with providers, other professionals and parents/carers to ensure appropriate and confident influence, support and challenge as necessary with a view to improving outcomes for children and young people</p> <p>The ability to communicate at all levels across professional disciplines using the full range of appropriate media and presentation skills as required</p>

<p><b>KNOWLEDGE</b></p>	<p>Knowledge and experience of both team and self-review processes to enable the effective performance management of the work of the post holder and team</p> <p>Knowledge of the Children and Families Act 2014 (Part 3) and SEND Code of Practice (2015)</p>
<p><b>BEHAVIOURS (related to Ways 2 Success) AND KENT VALUES</b></p>	<p>Means and readiness to travel to a variety of meetings and other events within Kent, in some cases to venues in remote locations not readily served by public transport</p> <p>Commitment to equalities and a respect for diversity</p> <p>Can do approach and attitude</p> <p>Kent Values:</p> <ul style="list-style-type: none"> <li>• We are brave. We do the right thing, we accept and offer challenge</li> <li>• We are curious to innovate and improve</li> <li>• We are compassionate, understanding and respectful to all</li> <li>• We are strong together by sharing knowledge</li> <li>• We are all responsible for the difference we make</li> </ul>