**Job Description**

This form is used to provide a complete description of the specific job and defines the required skills, knowledge, behaviours, qualifications and experience.

# Section A: Job Profile

The job profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the role and a brief description of the main duties.

## Job Details

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| --- | --- |
| Job Title: | **Lead Officer SEND Strategic Early Intervention Team** |
| Salary: | £50,884-£53,936 |
| Grade: | 15 |
| Hours: | 37  |
| Team: | SEND  |
| Service Area: | Children, Education and Families |
| Primary Location: | County Hall with travel around the county to meet service needs |
| Budget responsibility: | Yes  |
| Responsible to: | **SEND Strategic Early Intervention Team Manager** |
| Responsible for: | Potential ofInformation and Advice OfficersSEND Project Officer |

## Job Purpose

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| **Lead Officer SEND Strategic Early Intervention Team** **for the county is an exciting opportunity to coordinate the SEND offer for SENCOs and education staff in supporting children and families in Oxfordshire to ensure that needs are identified and met at the earliest opportunity.** Oxfordshire is embarking on a broad range of system reform to sustainably improve the outcomes for children and young people with SEND in Oxfordshire while remaining within the available resources. As part of this ambitious work, we need to support our mainstream education settings in identifying and meeting the needs of children and young people at the earliest opportunity. You will be responsible for:- providing early intervention support following the graduated response by utilising and supporting the skills and aptitude of SENCOs and education setting leaders across the county for children and young people to be able to access the full mainstream education offer. -Supporting settings to enhance inclusion practices and ethos’. -Ensuring that the Local Offer and county wide SEND training programme are coordinated, utilised and are future proofed. -Utilising data sets such as the Joint Strategic Needs Assessment in order to plan focus work and projects. -Developing the service by creating confidence in parents, schools and other key stakeholders to avoid unnecessary escalation of need.- Coordinating the Enhanced Pathways Offer, including measuring impact and KPIsThe post holder will need to develop and maintain effective working relationships with internal colleagues and external partners at all levels and will ensure that planned work is adequately prepared and resourced. |

## Job Responsibilities

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| This is a list of the main duties or tasks that the post holder will be expected to undertake.The post holder responsibilities include:* Coordinate the SEND training offer for Oxfordshire from universal through to specialist
* Lead the design, development, implementation and annual review of the Ordinarily Available Toolkit working in partnership with education settings
* Hold lead responsibility for the Local Offer and all necessary functions associated with this
* Commission SEND experts from across the sector annually to carry out support and challenge reviews in partnership with OCC SEND Team members
* Work with the innovation hub to design the digital decision-making tool that will support settings access appropriate specialist services at the right time
* To gain feedback from all stakeholders on a regular basis to ensure the offer meets the needs of the children and young people, adapting where necessary
* Establish SENCO Research and Development groups
* Explore the options around an Information and Advice Line for SENCOs with possibility of Line management of the SENCO information and advice support line team and ensure full coverage of availability in designated operating hours
* To lead on the Enhanced Pathways offer, including review of business cases, setting KPIs and monitoring performance
* Nurture and grow professional partnership with all services available in Oxfordshire offering early intervention and prevention Inclusion services such as (not exhaustive) Education Psychology Services, Oxfordshire Schools Inclusion Services, SEN Support Advisory Teachers, CAMHS, Speech & Language services, Occupational Health services, Children’s Social Care Early Help
* Maintain up to date knowledge of relevant education law, with a specific knowledge of SEND law, and ensure this is cascaded to information and guidance support line team members if applicable.
* Deliver a reduction in need for statutory assessment and exclusion of children with additional needs that can be met earlier in mainstream settings
* Ensure Line Management of staff is undertaken in line with Oxfordshire County Council policy
* To have budget responsibility for the service, where applicable.
* Act as a representative of the Local Authority on regional groups and at a strategic level with other Local Authorities.
* To brief and prepare reports to the Senior Leadership Team and where appropriate, assist the Directors to provide briefing to Elected Members, Education Scrutiny and the Children’s Trust board.
* To write, implement and report on a yearly service delivery plan
* Key contact for news and updates to be presented in Schools News and other publications such as the Oxfordshire Parent Carer Forum Newsletter

**For Managers** - you must ensure you all fully aware of your responsibilities for Health & Safety, and the relevant activities expected of you as a Manager including the need to ensure: * All new employees, that you manage, are fully briefed at induction
* Your team are regularly reminded of key issues and responsibilities
* Your staff are set appropriate targets at appraisals - Participate in Oxfordshire County Council’s Performance Management process (12 / 3 / 2).
* Your staff undertake appropriate health and safety training, including refresher training as necessary

**Other duties*** To undertake any other duties in agreement with the post holder and manager. Significant changes that may affect the role and responsibilities of the post or the job description would be managed through an agreed process in consultation with the Trade Unions.
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# Section B: Selection Criteria

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have in order to perform the job. The selection criteria provide a list of essential (no more than 8-10) and desirable criteria (no more than 4). The criteria are aligned to our [corporate values](https://www.oxfordshire.gov.uk/council/about-your-council/working-oxfordshire-county-council/county-council-values).

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below. You will be expected to address each point separately and in the order listed. If you do not complete a full supporting statement in the requested format your application may be rejected.

|  |  |
| --- | --- |
| Essential Criteria | Assessed By: |
| * Educated to at least degree standard and relevant post qualification work experience
 | A |
| * Relevant professional qualification e.g. QTS or equivalent
 | A |
| * Knowledge of current legislation and government guidance relating to SEND
 | A/I |
| * Experience of working collaboratively to achieve an agreed outcome
 | A/I |
| * Ability to respond quickly and effectively to the changing demands of these organisations
 | A/I |
| * Excellent interpersonal skills including the ability to communicate effectively
 | A/I |
| * Ability to organise own and service workload, prioritise tasks to meet deadlines and respond flexibly to changing needs and priorities
 | A/I |
| * Ability to think flexibly, innovatively and resourcefully
 | A/I |
| * Knowledge of effective interventions to support pupils with barriers to learning
 | A/I |
| * Experience of working with education settings to support inclusion of pupils presenting with additional needs
 | A/I |
| * Experience of working with school leaders in supportive and challenging situations
 | A/I |
| * Experience of developing training materials and presenting training
 | A/I |
| * Good budget management skills
 | A/I |
| * Willingness to work flexibly and travel around the county as a lone worker.
 | A/I |
| * Excellent written, verbal and presentation skills with a diverse range of people and organisations
 | A/I |
| * Knowledge of the SEND legislative framework
 | A/I |
| * Strong leadership skills and ability and confidence to make decisions under pressure and ability to search for an implement new and innovative solutions to complex problems
 | A/I |
| * Experience of line managing people and services in a high-pressured environment
 | A/I |
| * Highly computer literate, including use of Word, Excel and PowerPoint
 | A/I |
| Desirable Criteria | Assessed By: |
| * Professional qualifications including; National SENCO Award, Masters in Inclusion.
 | A/I |
| * Experience of developing and writing guidance, procedure and strategic service plans.
 | A/I  |
| * Experience of measuring impact of service delivery
 | A/I |
| * Experience of managing a multi-disciplinary team
 | A/I |
| * Experience of leading a team in the local authority
 | A/I |
| * Coaching and mentoring skills
 | A/I |
| * Knowledge of project management techniques and tools
 | A/I |

# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role include:

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List | [x]  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
| [ ]  | Enhanced Disclosure and Barring Service check with Children’s Barred List | [ ]  | Enhanced Disclosure and Barring Service check with Adults Barred List |
| [ ]  | Standard Disclosure and Barring Service check | [ ]  | Basic Disclosure |
| [ ]  | Disqualification for Caring for Children (Education) | [ ]  | Overseas Criminal Record Checks |
| [ ]  | Prohibition from Teaching | [ ]  | Professional Registration |
| [ ]  | Non police personnel vetting | [ ]  | Disqualification from Caring |
| [ ]  | Other (please specify):       |  |  |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  | Provision of personal care on a regular basis | [ ]  | Driving HGV or LGV for work |
| [ ]  | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | [ ]  | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
| [ ]  | Working at height/ using ladders on a regular/ repetitive basis | [x]  | Restricted postural change – prolonged sitting |
| [ ]  | Lone working on a regular basis | [ ]  | Restricted postural change – prolonged standing |
| [ ]  | Night work | [ ]  | Regular/repetitive bending/ squatting/ kneeling/crouching |
| [ ]  | Rotating shift work | [ ]  | Manual cleaning/ domestic duties |
| [ ]  | Working on/ or near a road | [ ]  | Regular work outdoors |
| [x]  | Significant use of computers (display screen equipment) | [x]  | Work with vulnerable children or vulnerable adults |
| [ ]  | Undertaking repetitive tasks | [ ]  | Working with challenging behaviours |
| [ ]  | Continual telephone use (call centres) | [ ]  | Regular work with skin irritants/ allergens |
| [ ]  | Work requiring hearing protection (exposure to noise above action levels) | [ ]  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
| [ ]  | Work requiring respirators or masks | [ ]  | Work with vibrating tools/ machinery |
| [ ]  | Work involving food handling | [ ]  | Work with waste, refuse |
| [ ]  | Potential exposure to blood or bodily fluids | [ ]  | Face-to-face contact with members of the public |
| [ ]  | Other (please specify):      |  |  |

**Agile Working**

All staff may be required to work from a different base or in a different location at some point in the future in line with any Council or school needs.  Such changes will be made after proper consultation and shall be deemed to be reasonable after taking into account any personal requirements.