

JOB DESCRIPTION



Job Title	SEND Data and Finance Officer.		
Salary	£22,911 - £27,905 + London Weighting		
Directorate:	People	Section/Location:	Time Square
Grade/Salary Range:	H	Work style:	Home Flex

Key Objectives of the role

To be an integral part of the Children's Support Service working collaboratively with colleagues across all departments and with partners to contribute towards taking forward the vision, transformation and strategic direction of the Council's Learning and Achievement and SEND Strategies for children and young people 0-25 with Special Educational Needs and Disability (SEND), and those with other additional learning needs, establishing a clear focus on outcomes.

To lead the management of pupil data and finance on behalf of the SEN Team and provide reports as appropriate.

Designation of post and position within departmental structure

Service Lead: SEND and Inclusion
|
SEND Officer

Daily and monthly responsibilities

1. To lead the management of data and develop clear systems and processes with the Special Educational Needs Team.
2. To be responsible for all data requirements of the SEN Team in relation to children and young people with EHC Plans and pupils' placements.
3. To manage and maintain the collection and analysis of Special Educational Needs (SEN) data in order to meet statutory and corporate requirements, to support policy and planning and support the performance of the local authority's SEN Team.
4. To develop and be responsible for systems for the collection, analysis and auditing of data and caseload information on pupils with SEN and disabilities.
5. To manage and maintain the collection of accurate and up to date information and to monitor the recording of information on business systems.
6. To review and develop the processes for capturing, analysing and reporting on SEN data and to support in identifying priorities for improvement to ensure there is a higher overall satisfaction with SEN data processes.

-
7. To analyse performance indicators, trends and information and recommend to the SEN Team Manager necessary actions where appropriate in supporting the development of quality assurance systems within the SEN Team.
 8. To support the clear monitoring of High Needs Funding to ensure SEN provision is delivered within the agreed budget, therefore keeping clear records of placements costs.
 9. To actively liaise with other senior officers to ensure that data input is accurate and that data reports have integrity.
 10. To ensure that statutory returns are met and that data with the local authority is handled and managed effectively.
 11. To develop and maximise use of existing system(s) in liaison with team.
 12. To take the lead in working with the SEN finance team to ensure invoices are paid in accordance with council SLA agreements and ensure accurate recording of SEN placements and associated finance.
 13. To develop training programmes according to the needs of the SEN Team and for specialised user roles which enhance the ability of users and accurate use of the system(s).
 14. To support the SEN Team Manager, and Head of Children's Specialist Services in the development, delivery and review of planning, performance, and commissioning services for children, young people, their families and carers so that overall costs are reduced but the life chances of children and young people are maximised.
 15. To liaise with colleagues to ensure legal timeframes are adhered to.
 16. To provide training on processes, systems and case management to ensure consistency and accuracy of data.
 17. To liaise with schools and other education settings to ensure the LA maintains accurate information of funding and placements.
 18. To produce reports on the integrity of the data on business systems and ensure that the data is consistent.
 19. To establish and maintain an annual calendar of data requirements and to be responsible for communicating, collating and reporting on each element of this calendar including.
 20. Preparing of reports:
 - a) For senior managers to inform strategy
 - b) Exercising change control of children and young people who move provision in the school year.
 - c) Ensuring that the funding follows the child in liaison with the finance officers.
 - d) Preparing and submitting all high needs / SEN returns to the DfE including SEN2.
 - e) Providing lists of children and young people resident in Bracknell Forest who require annual reviews to schools in Newham and out of borough in June each year.
 - f) Providing lists of children transitioning between phases in September each year
 - g) Providing lists of children where reviews are not done in a timely way
 - h) Maintaining the returns from the PRU and special school and accurate information on resource provision places
-

Scope of role

This is a diverse post which involves knowledge of the EHC statutory framework and data management

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

PERSON SPECIFICATION



KEY CRITERIA	ESSENTIAL	DESIRABLE
Skills and qualifications	<ul style="list-style-type: none"> • 5 GCSE Grades A-C, including English, Maths and ICT, or equivalent. • A Levels including Maths, ICT or equivalent. 	<ul style="list-style-type: none"> • Related Professional Qualification. • Further or Higher Education qualification.
Competence Summary (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> • Proven knowledge and experience of data systems and use of associated ICT • Knowledge of the statutory framework for assessment, issuing and maintenance of Education, Health and Care Plans. • Experience of data management and its application with customers/stakeholders. • Experience of working collaboratively • Experience of experience of working in a customer focused environment. • Interest in working with services for pupils with special educational needs. • Practical evidence of positive and proactive communication • Ability to communicate effectively and sensitively with parents/carers, schools and other colleagues on the telephone and in writing • Proven organisational skills and success in meeting deadlines • Accurate record keeping • ICT competence Ability to work as part of a team and to assist other staff and management to meet their deadlines and targets 	<ul style="list-style-type: none"> • Knowledge of the 1996 Education Act, Children and Families Act 2014, and associated SEN Code of Practice and Guidance documentation. • Knowledge of local provision to meet the needs of pupils with special needs.

Role models and

Work-related Personal Requirements

- Ability to work accurately under pressure and within agreed deadlines
- Ability to maintain confidentiality and to deal with sensitive issues with tact and discretion
- A flexible approach
- Capacity to use initiative to solve problems
- Ability to represent the department in a professional and confident manner

- Capacity to represent the department at meetings with parents/carer and others.

Other Work Requirements

- Commitment to ongoing personal development and training in order to maintain an up-to-date knowledge of data management in relation to SEN legislation and practice.
- A satisfactory enhanced Disclosure & Barring Service (DBS) check

- Capacity to travel to meetings away from the office base.

demonstrates the Council's values and

KEY CRITERIA

ESSENTIAL

DESIRABLE

