

## Kent County Council

### Job Description: *Special Educational Needs Inclusion Fund Monitoring Officer*

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<b>Directorate:</b>	<b>Children, Young People and Education</b>
<b>Unit/Section:</b>	<b>Special Educational Needs and Disability (SEND)</b>
<b>Grade:</b>	<b>KR8</b>
<b>Responsible to:</b>	<b>SENIF Finance Manager</b>

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

To monitor and evaluate the special educational needs provision in Early Years (EY) Private, Voluntary & Independent Settings & maintained nursery classes, for children with Special Educational Needs and Disability (SEND), across a designated area of Kent in accordance with statutory duties and County SEND priorities in relation to children receiving Special Educational Needs Inclusion Fund (SENIF) funding.

To monitor and evaluate the provision for individual children in receipt of the SENIF or Education, Health, and Care (EHC) Plans in Private, Voluntary, or Independent (PVI) settings & maintained nursery classes, ensuring that they achieve their outcomes specified on the Personalised Plan.

Provide advice and guidance to PVI settings & maintained nursery classes, on SEND processes, procedures, and statutory duties in relation to SENIF.

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

- To monitor, evaluate and advise on the provision, practice, and deployment of resources for children with SEND in PVI settings & maintained nursery classes, across a designated area of the county, ensuring compliance with the SEN Code of Practice, Best Practice Guidance framework and legal guidance.
- Signpost PVI settings & maintained nursery classes to sources of additional support at universal, targeted & specialist level, to close the gap of attainment between children with SEND and their peers e.g., EY Local Inclusion Forum Team (LIFT) or Local Offer information. Work collaboratively with settings, 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 with SEND.
- Prepare reports on SEND provision for specific children in settings in receipt of SENIF, providing relevant information to help inform decision-making as to the suitability of provision and any action that might be necessary to ensure needs are met.
- Collect and analyse relevant information and data on tracking progress of individual children with SENIF funding.

- To monitor and evaluate the provision for individual children in receipt of SENIF funding or EHC Plans in PVI settings & maintained nursery classes ensuring that they are making appropriate educational progress.
- Provide advice and guidance to PVI settings & maintained nursery classes on SEND processes, procedures, and statutory duties.
- Undertake continuous professional development for this post, developing further the required specialist knowledge, skills, and expertise in SEND in Early Years and ability to provide effective support for children with learning difficulties and disabilities.
- To robustly maintain local authority databases including Synergy on a 'live' basis, ensuring all records are kept up to date and accurate ensuring that any errors are corrected to ensure a high level of data quality.
- The post holder must perform 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 countywide basis.

Footnote: This job description is provided to assist the job holder to know what their 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: *Special Educational Needs Inclusion Fund Monitoring Officer*

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>	<ul style="list-style-type: none"> <li>Educated to NVQ level 3 or equivalent appropriate qualification (including at least GCSE English and Mathematics grade 4 to 9).</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Experience of working in pre-school settings in implementing the SEN Code of Practice and in supporting settings in developing strategies to enable them to meet the educational needs of pre-school children.</li> <li>Experience of reviewing and/or monitoring provision for individual children in pre-school settings to meet a range of needs.</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>The ability to think clearly, collect and record data and information, analyse issues, assess options, and present data and information in a clear concise and user-friendly way.</li> <li>Good organisational skills and the ability to work 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.</li> <li>Effective interpersonal skills and objectivity of approach in working with providers, other professionals, and parents/carers to ensure appropriate and confident challenge, influence, and support as necessary with a view to improving outcomes for children.</li> <li>The ability to communicate at all levels across professional disciplines using the full range of appropriate media and presentation skills as required.</li> <li>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.</li> <li>Commitment to equalities and a respect for diversity.</li> <li>Can do approach and attitude.</li> <li>A Full UK Driving Licence – The Council is committed to making reasonable adjustments so whilst this job requires the jobholder to drive your application will still be considered if you are unable to drive due to a disability.</li> </ul>

<p><b>KNOWLEDGE</b></p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Knowledge of the Children and Families Bill, SEND Code of Practice, and the implications for supporting vulnerable children and young people.</li> <li>• Knowledge of the Equalities Act and recent legislation of Early Years and SEND.</li> </ul>
<p><b>KENT VALUES AND CULTURAL ATTRIBUTES</b></p>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>• We are <b>curious</b> to innovate and improve</li> <li>• We are <b>compassionate</b>, understanding and respectful to all</li> <li>• We are <b>strong together</b> by sharing knowledge</li> <li>• We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>