

Kent County Council

Job Description: *SEND Quality Assurance & Practice Development Officer*

Directorate:	Children, Young People & Education (CYPE)
Unit/Section:	Special Educational Needs and Disability (SEND)
Grade:	KR9
Responsible to:	SEND Quality Assurance & Practice Development Team Manager

Purpose of the Job:

To support the SEND Quality Assurance and Practice Development Manager to ensure the SEND service is discharging the Local Authorities statutory duties and are fully compliant to the legislative framework in relation to the statutory assessment process. The post holder will support this by carrying out audits of the service to ensure that a high-quality service is delivered to children, young people, and their families, identifying and addressing areas for improvement.

The post holder will also support the implementation of the SEND Quality Assurance and Practice Frameworks and the implementation of a workforce development programme for the service, which will include identifying training needs and working to address these as part of a continuous cycle of improvement.

Main duties and responsibilities:

- To work with the SEND Quality Assurance and Practice Development Team Manager to ensure that the Quality Assurance and Practice Frameworks are being effectively used across the County when issuing Education, Health and Care (EHC) Plans.
- To provide reports and analysis of the consistency and quality of EHC Plans through audits and working with operational managers to review EHC plans.
- To audit EHC Plans against the Quality Assurance Framework and support the cascading of lessons learned from audit to the wider SEND service.
- To analyse data and information and create and implement action plans for improvement and monitor the impact of EHC Plans.
- Support the service to embed quality assurance processes so that plans are consistent and accurately reflect Children and Young People's need prior to being issued by the service.
- Embed regular moderation of processes, including Statutory Assessment (SA) processes and EHC Plans to ensure compliance to expected standards, making recommendations towards content of and supporting the development of improvement action plans.
- Monitor the quality of practice, identifying areas of good practice and those where further improvement in the delivery of practice and services is required.
- Promote a learning culture within the service and support the dissemination of key national and local policy changes and research.

- Identify and deliver training opportunities to both internal staff within the SEN Service and external partners, such as schools, to support the implementation of the SEND Practice Framework.
- To robustly maintain local authority databases 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.

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: *SEND Quality Assurance & Practice Development 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.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none">• Degree level or proven equivalent experience.• Evidence of continued professional development.
EXPERIENCE	<ul style="list-style-type: none">• Demonstrable practical experience in a relevant field to include working with parents, carers and schools in challenging situations.• Experience of managing conflicting priorities.• Experience of supervising staff and/or leading teams.• Experience of multi-agency working particularly with education settings, social care, and health.• Experience of writing and quality assuring EHC Plans.• Experience of analysing data and information to provide clear reports on patterns, trends and support strategic planning.• Experience of improving the quality of service, processes, and performance.
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Ability to establish effective working relationships with professionals.• Effective communication skills including diplomacy and sensitivity to the needs of others without the use of jargon.• Able to create systems for quality assurance and improvement including a high level of analytical skills and the ability to use databases/spreadsheets and other sources of information.• Able to solve problems in a constructive and solution focused manner.• Resilient.• Effective networking skills.• Able to use all IT equipment and software to the level required of the role.• Evidence of being able to work successfully under pressure and priorities tasks to manage workload effectively.• Ability to analyze and interpret information from a wide range of sources and to convey information in a range of appropriate formats fit for intended audience.
KNOWLEDGE	<ul style="list-style-type: none">• Extensive knowledge of SEN Law and the legal framework of SEN legislation and its application within the context of Kent.• Excellent understanding of Local Area Inspection.
KENT VALUES AND CULTURAL ATTRIBUTES	<p>Kent Values:</p> <ul style="list-style-type: none">• We are brave. We do the right thing, we accept and offer challenge

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| | <ul style="list-style-type: none">• We are curious to innovate and improve• We are compassionate, understanding and respectful to all• We are strong together by sharing knowledge• We are all responsible for the difference we make <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p> |
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