

Kent County Council

Job Description: *Schools Resource Directory Project Officer*

Directorate:	Children, Young People and Education
Unit/Section:	Education
Grade:	KR9
Responsible to:	Special Educational Needs (SEN) Strategic Development Manager

Purpose of the Job:

Kent County Council is currently undertaking a great deal of development work to improve the resources and information that are available to education professionals to support greater inclusion of children and young people with Special Education Needs and Disabilities (SEND) in mainstream educational settings. This is an exciting opportunity to work as a key part of the Education team under our Children, Young People and Education directorate.

This role has been newly created to support the development of a number of projects that strengthen the offer of training and resources available to schools and early years settings in Kent, including clearer information and signposting to information about what support is available and current processes in regard to support for children and young people with SEND.

The post holder will be computer literate and be able to develop, maintain and monitor office systems. This includes inputting, updating, modifying and retrieving information across multiple information sources. The post holder will have experience in updating and maintaining websites.

This role will be responsible for working closely with key internal stakeholders and would suit someone who is highly organised with the ability to prioritise work under pressure, has a keen eye for detail and works collaboratively with good communication skills. Knowledge of education systems and/or special educational needs and disabilities is desirable.

Main duties and responsibilities:

- Manage the development and population of the Schools Resource Directory, including links to other related websites and resources.
- Identify and analyse problems that arise from the quality of data or information, providing timely notices to relevant managers and staff where necessary so that solutions to address and remedy issues can be carried out appropriately.
- Ensure there is consistency in the information being published across resources, including the Kent Education Learning and Skills Information (Kelsi) website, Schools' Resource Directory, Countywide Approach to Inclusive Education document and SEND Handbook.
- Work closely with the SEND Engagement, Operations and Assurance team to ensure that information on SEND processes is being shared effectively and align with the SEND Information Hub (also known as Kent's Local Offer).

- Continuously seek to improve system functions and usability, with the ability to evaluate whether the information shared on multiple resources is fit for purpose and meets the requirement of its target audience.
- Support the ongoing development of the Kelsi website to ensure that there is consistent strategic messaging across the site and the content is current, clear and concise. This to include ensuring that the site is accessible and searchable.
- Support the ongoing development of the SEND Handbook, including the coordination of projects to develop new and update existing content.
- Support the ongoing development of the Countywide Approach to Inclusive Education document.
- Carry out day to day general administration duties regarding the Schools' Resource Directory, SEND Handbook, Countywide Approach to Inclusive Education document and Kelsi website and investigate and respond to enquiries, complaints and queries raised by staff and other stakeholders.

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: *Schools Resource Directory Project 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	Good general education to GCSE or equivalent level, including passes at C grade or higher in Maths and English
EXPERIENCE	<ul style="list-style-type: none"> • Awareness of SEND and Education processes/systems • Experience working closely with multi-agency stakeholders in a professional service-oriented environment • A key interest in resource management and driving best practices • Experience in information/data analysis with a high degree of accuracy
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Proficiency in Microsoft applications, including intermediate MS Excel skills • Website maintenance skills, including content management, quality assurance, troubleshooting, • Strong organisational and time management skills with the ability to multi-task, plan and prioritise workload • Ability to work as a team and adapt to changing priorities within the organisation • A positive attitude and a 'can do' approach to the position and ability to work autonomously • Strong problem solving and decision-making skills • Effective communication skills, both written and verbal with the ability to communicate with stakeholders at all levels
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 • 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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