

Kent County Council

Job Description: **Area Schools Organisation Officer (SEND Sufficiency Strategy) Temporary 1 Year Post.**

Directorate: Children, Young People and Education

Unit/Section: Area Schools Organisation Officer

Grade: KR10

Responsible to: Area Education Officer

Purpose of the Job:

To support the commissioning process to plan and secure the appropriate provision of high quality school places for Children and Young people with SEND, helping to ensure diversity of provision for children and young people at all ages and improved parental choice. To undertake research, projects and tasks as required by the Area Education Officer.

Main duties and responsibilities:

- Support the Area Education Officer, in producing a Sufficiency Plan for school places for children and young people with SEND.
- To support the Area Education Officer in negotiations with primary, secondary, and special schools and with all other education provision to meet the needs of the Sufficiency Plan.
- To support the Area Education Officer in undertaking any consultations related to the development of the SEND Sufficiency Plan, including public consultations with relevant parent communities and other agencies, liaising with elected members, Districts Councils, MPs and others to ensure that decision making on school organisation and commissioning matters is conducted within a framework of legal, transparent and collaborative practice.
- Undertake specific projects either within single districts or across the county as a whole on behalf of the Area Education Officers and provide logistical support for AEO activities which have county-wide applications in order to ensure consistency of approach and economic and effective use of time and positive resolution.
- Contribute to the work of the whole AEO/ASOO team, representing the team on working groups and in partnership with other LA officers, responding to queries from clients in a positive and appropriate manner.

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Person Specification: Area Schools Organisation Officer

The following outlines the Minimum criteria for this post. Applicants who have a disability and who meet the minimum criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.	MINIMUM
QUALIFICATIONS <i>(if essential)</i>	NVQ4 (or equivalent) and equivalent experience.
EXPERIENCE	Experience of working in the public sector particularly education, evidencing <ul style="list-style-type: none">• Experience of supporting significant projects• Experience of data analysis and interpretation• Experience of business planning and performance monitoring in a public sector environment• Experience of managing change in a politically sensitive environment• Experience of effective liaison and negotiation with politicians, Headteachers and other key stakeholders
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Ability to work in a complex environment and respond appropriately using own judgement• Ability to prioritise and deliver results within timescales• Data and information management skills• Effective communication skills both written and oral to a wide range of audiences
KNOWLEDGE	<ul style="list-style-type: none">• A knowledge of the democratic process relating to education• A knowledge of current education policy and priorities• An understanding of key local authority responsibilities and the main statutes covering education provision• A knowledge of school planning and organisation• Knowledge of the Post 16 education landscape

BEHAVIOURS AND KENT VALUES	<p>Can do approach Developing creative thinking Self confidence Customer Orientation Ability to self -start</p> <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
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