

Job Description

Job Title	Post 16 Provision and Place Planning Officer
Directorate	Children and Young Peoples Services
Service Area	Early Help
Grade	8
Competency Level	2
Salary	£43,421 - £48,474
Job Type	Hybrid
Location	Parklands Customer Focus Centre
Disclosure and barring service (DBS)	Enhanced DBS
Job Evaluation Ref No	A9250

Job Purpose

- To lead on the development and maintenance of a system for the allocation of High Needs Funding for post 16 learners with SEND
- To ensure there is suitable education provision and services for students 16-25 with SEND through the review, monitoring and effective performance management of post 16 educational establishments
- To carry out quality assurance visits to support best practice in post 16 provision to raise standards and improve outcomes for young people

Directly Responsible For:

Post 16 High Needs Support Officer

Directly Responsible To:

High Needs Funding and Personalisation Manager

Main Areas of Responsibility:

- To lead on the development of a coherent learning offer for students post 16 with SEN and disabilities to secure enough suitable education and training to meet the reasonable needs of 16–25-year-old students in post 16 educational provision.
- To monitor and review the performance of Post 16 education provision and services for young people with SEND.
- To liaise with providers, other Local Authorities and the Education and Skills Funding Agency (ESFA) to agree the allocation of Post 16 High Needs places in Further Education establishments, ensuring that funded places are kept under regular review.
- To support the allocation of High Needs Funding for young people post 16 with SEND in Further Education.
- To support settings to build the appropriate capacity and infrastructure to develop effective pupil interventions for children and young people with SEND by utilising their resources effectively.
- To quality assure applications from education establishments for high needs top up funding and to oversee the monitoring and reviewing of funding activity in relation to high needs top up payments to educational settings.
- To be responsible for the on-going development of relationship with providers, review service costs and negotiate funding responsibilities.

- To identify areas for service improvement by routine monitoring of provision and processes
- To work with providers and support the SEND Employment Support Officer with the development of study programmes that include preparation for employment.
- To undertake monitoring, evaluation, quality assurance, service reviews and the analysis of performance data including supporting the post 16 data
- To lead on the post 16 Local Offer work and ensure that provider information is accurate and up to date.
- To play an active role in regional commissioning, post 16 networks for SEND and share good practice with relevant colleagues locally.

Supervision and Management Responsibility:

- To performance manage the Post 16 High Needs Support Officer, including regular KITs, team meetings and all relevant HR procedures including the management of sickness and other absence reporting, annual and flexi leave, grievance, and disciplinary procedures.
- To be responsible for overseeing all casework in the Post 16 High Needs Support Team including supporting day to day service delivery and monitoring and tracking of workloads and outputs and covering any management responsibilities when required.

Budget and Financial Responsibility:

- To support the financial monitoring and forecasting of the Post 16 High Needs Funding budget to ensure continuous improvements and value for money are achieved.

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact.
- Monitor financial performance and deliver within budget.
- Monitor financial performance, deliver within budget and seek savings and efficiencies by exploring opportunities to draw funding where appropriate.
- Set, monitor, and remain within budget whilst challenging the team to deliver increased efficiencies.

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities.

Physical Demands of the Job:

- This post is a combination of office work and field work. It will involve sitting for long periods of time and a requirement to travel to meet service needs.

Corporate Responsibility:

- Contribute to the delivery of the Council Plan.
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement.
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance.

- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level **2**.

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Educated to degree level or equivalent qualification (A)
- Evidence of continued professional development and experience within or with post 16 SEN providers (A,I)

Experience

Essential

- Knowledge and experience of key legislation and policy in relation to supporting young people with Special Educational Needs and Disabilities including High Needs Funding and schools/college funding frameworks (A,I)
- Knowledge and understanding of post 16 SEN provision, curriculums, and specific interventions (A,I)

Desirable

- Knowledge of Post 16 educational options available to young people with SEND leaving school

Skills/Abilities

Essential

- Experience of developing and managing a successful team (A,I)
- Experience of reviewing services and costs, calculating unit costs and carrying out cost comparisons (A,I)
- Experience of budget management and budget control including financial forecasts and managing resources effectively (A,I)

Desirable

- Excellent written and verbal communication skills
- Extensive experience in the use of all aspects of IT including Microsoft Office Suite, including the ability to create complex spreadsheets and presentations using power point
- Ability to challenge, negotiate and manage contentious situations successfully

Commitment

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council
- A commitment to the City Council's Equal opportunities Policy
- To act, at all times, with integrity, honesty and respect for others, promoting diversity, equality of opportunity and challenging unfair discrimination
- To practise and promote equality of opportunity and non-discriminatory practice

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

Other

Essential

- This post is subject to a Disclosure and Barring Service (DBS) check at the appropriate level

Desirable

- A positive attitude towards personal training and development