

## Job Description

<b>Job Title</b>	Early Notification SEND Officer
<b>Directorate</b>	Children and Young People's
<b>Service Area</b>	Early Help
<b>Grade</b>	5
<b>Competency Level</b>	
<b>Salary</b>	£28,770 - £33,024
<b>Job Type</b>	Hybrid
<b>Location</b>	Parklands/Citywide
<b>Disclosure and barring service (DBS)</b>	Enhanced
<b>Job Evaluation Ref No</b>	

## Job Purpose

To work directly with families, following health early notification, in order to ensure;

- Families are in an equal position of strength and understanding re: SEND
- The accurate identification of needs
- Immediate and appropriate support
- Timely educational placement
- Accurately record assessment outcomes in the form of summative reports and within cohort management systems
- Provide summary reports of needs to strategic leaders to inform provision planning

## Directly Responsible For:

None

## Directly Responsible To:

SEND Coproduction Lead

## Main Areas of Responsibility:

- To identify specific and broad areas of need based upon the SEND code of practice (2015). This will result in detailed, and recorded, profiles of children in order to project and plan provision
- To ensure planned support is immediately delivered either directly or through clear referral processes to other services
- To support the educational placement process with representation, assessment information and collaborative working in order to ensure all Liverpool children receive equal opportunity to access education as early as possible
- To contribute to the effective implementation of service development and to working practices achieve Liverpool City Council key priorities

## Supervision and Management Responsibility:

No supervisory or line manager responsibility

## Budget and Financial Responsibility:

- 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
- Explores different options for funding and income generation
- Include details of the value of budget/financial responsibility and what this budget should be use for

### **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 **1**.

[The competency framework can be found here.](#)

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

- A Special Educational Needs Co-ordinator qualification at level 3 or above or A post graduate certificate in education (PGCE) or equivalent or A level 7 qualification in SEND e.g. Post Graduate Certificate (A)
- SEND specific training or qualification relevant to identifying SEND needs (A)
- SEND theory-based interventions (A/I)

### Desirable

- Family/multi-agency specific training

## Experience

### Essential

- Direct working with early years SEND children as part of a multi-agency approach (A/I)
- The delivery of SEND support planning including specialist interventions to small groups and individuals (A/I)
- The delivery of key information to small groups of families and/or professionals (A/I)

## Desirable

- Working across all broad areas of needs identified within the SEND code of practice (2015)
- Representing and communicating children's/families needs at professionals meetings
- Involvement in transition processes between education establishments and/or year groups
- Involvement in prioritising caseloads and balancing work streams.
- Experience working within the statutory guidance of the SEND Code of Practice (2015)

## Skills/Abilities

### Essential

- To have the personal skills in order to engage families providing reassurance and empathy (A/I)
- To work independently and effectively showing initiative, dynamism, and time management (A/I)
- To work as part of a team with strong communicative skills, flexibility, collaboration and understanding of others positions. This includes teams that sit outside of SEND support services (A/I)
- To identify problems and independently consider solution options (A/I)
- To be self-organised (A/I)
- To be able to effectively use relevant digital programmes for different purposes such as recording, reporting, and data management (A/I)

## Commitment

### Essential

- Willingness to learn on the job, attend relevant training, online and face-to-face (A/I)
- Willingness to travel across the city to support families of children with SEN/D (A/I)

### Desirable

- 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