

## Job Description

<b>Job Title</b>	SEND Local Offer Coordinator
<b>Directorate</b>	Children and Young Peoples Services
<b>Service Area</b>	Commissioning & Safeguarding
<b>Grade</b>	8
<b>Competency Level</b>	2
<b>Salary</b>	£44,711- £49,764
<b>Job Type</b>	Hybrid
<b>Location</b>	Parklands Customer Focus Centre
<b>Disclosure and barring service (DBS)</b>	Enhanced DBS (Child Workforce and Child Barred List)
<b>Job Evaluation Ref No</b>	A9315

## Job Purpose

To ensure that Liverpool's SEND Local Offer delivers its statutory requirements and there is full engagement during the process of its development with children, young people, parents, and partners, to support the local authority and health partners to improve provision.

### Directly Responsible For:

No line management responsibility.



## Directly Responsible To:

SEND Co-production Lead.

## Main Areas of Responsibility:

- To work collaboratively with the Liverpool Area SEND Partnership and support the delivery of the vision to 'provide the right support, in the right way, at the right time, to achieve the best possible outcomes for children and young people with SEND'
- Lead co-production with children, young people, parents, stakeholders, and partners to review the alignment of Liverpool's Local Offer to current SEND need in the Liverpool area and publish outcomes in the format 'you said, we did'
- Produce and present comprehensive reports for managers and governance groups to identify improvement priorities which respond to evolving SEND needs in the Liverpool area
- Inform and support the development of new and existing resourced provision and SEN units in Liverpool settings by co-ordinating the training offer for operational staff
- Arrange the facilitation by a partner agency of a half termly forum for practitioners in Liverpool settings commissioned to deliver resourced provision and SEN units
- Lead the development, review and awareness raising of Liverpool's SEND Local Offer website
- Analyse usage data and stakeholders' feedback to identify opportunities for improvements to the accessibility and accuracy of Liverpool's SEND Local Offer website
- Remain informed about legislative changes and developments in the SEND legal framework, ensuring that Liverpool's SEND Local Offer remains

compliant with the Children and Families Act 2014, Equality Act 2010 and related regulations and guidance

- Undertake, where required, other responsibilities and duties including work related to all areas of business, on behalf of the organisation, where this is commensurate with the grade of the post. This may entail working from other locations
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements, with standing orders and financial regulations of the City Council and 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
- 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

## **Supervision and Management Responsibility:**

- No supervision or management 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 for specialist training and support for settings commissioned to deliver resourced provision and SEN units with a budget value of £20,000

## **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**.

[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

- Post-graduate qualification in a relevant area including SEND and leadership and management (A/I)

### Desirable

- Project management/work force development qualification
- A commitment to continuous professional development

## Experience

### Essential

- Experience of working in a Children's Service's environment (A/I)
- Experience of project management and multi-agency working to deliver key projects in large organisations to timescales to realise change (A/I)
- Proven experience of positive engagement with senior managers to inform the strategic direction for improvements and innovation (A/I)
- Experience of working in a performance culture, including planning, target setting, risk management and being achievement focused (A/I)
- Proven experience of co-producing initiatives with parents, and children and young people with SEND (A/I)

- Experience of conducting consultations, surveys, and gathering user feedback to inform service improvements (A/I)
- Experience of applying the SEND legal framework, including the Children and Families Act, 2014 and associated regulations and guidance(A/I)

## Desirable

- Experience of working strategically and directly with stakeholders across education, health and social care
- Applying relevant government documentation and audits to ensure compliance with statutory responsibilities
- Proficient in web content management
- Familiarity with accessibility standards and legislation in the Equality Act 2010, to ensure that the Local Offer website is accessible

## Skills/Abilities

### Essential

- Strong interpersonal skills to effectively collaborate with a diverse range of stakeholders including parents, carers, children, young people, practitioners, and community organisations (A/I)
- Excellent organisational skills and self-motivated to deliver work to tight timescales (A/I)
- IT literate (inclusive of Microsoft packages; Outlook, Project, Word, Excel, PowerPoint, Access, Visio or other process mapping software) (A/I)
- Purposeful communication with excellent oral and written skills and consistently prepares high quality, comprehensive reports (A/I/P)
- Strong facilitation skills for conducting engagement sessions, forums, and/or training sessions involving diverse participants (A/I)

- The ability to manage several work streams simultaneously to achieve a co-ordinated end goal (A/I)

### **Desirable**

- The ability to understand the functions and capabilities of websites

## **Commitment**

### **Essential**

- To be highly motivated to achieve the best possible outcomes for children and young people with SEND and their parents (A/I)

### **Desirable**

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

## **Other**

### **Essential**

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

### **Desirable**

- Driver's licence or the ability to travel across the local area when required