

Job Description

Job Title	High Needs Support Officer
Directorate:	Children's Services
Service Area:	Early Help
Grade 5	5
Competency Level: 1	1
Salary	£28,770-£33,024
Job Type	Hybrid
Location	Parklands Customer Focus Centre
Disclosure and barring service (DBS)	n/a
Job Evaluation Ref No	

Job Purpose

- To support the processing of High Needs funding including assisting in the monitoring and reviewing of support provided by Education Establishments
- To support education establishments in meeting the needs of High Needs pupils as part of the Early Intervention approach

Directly Responsible For:

Not Applicable

Directly Responsible To:

Post 16 Provision and Place Planning Officer

Main Areas of Responsibility:

- To support settings to build the appropriate infrastructure and develop effective pupil interventions for children/young people with SEND by utilising their SEN resources most effectively
- To support settings to access all relevant support services and utilise available funding ensuring that all existing SEN resources are exhausted before requests for 'Top Up' funding are made to the Local Authority
- To support, advise and ensure settings are implementing the SEND Code of Practice and that they follow the graduated approach to meeting the needs of children/young people with SEND in line with the LA's SEND Strategy
- To ensure that processes for 'Top-Up' funding is understood and followed by settings and any other relevant multi-agency professionals
- To assist in the reviewing and processing of applications for high needs 'Top Up' funding and to ensure that applications are processed in line with relevant legislation and High Needs Operational Guidance and work as part of a team to ensure consistency of approaches and processes in order to support children and young people with SEN
- To assist in the preparation of cases, recording and the processing of funding, for the banding of pupils at High Needs Funding panels

- To contribute to the collection and accurate recording of high needs pupil data/information across the city to support the processing of payments, financial forecasting and to assist in the preparation of regular reports for senior officers
- To work closely and provide advice to Education colleagues in relation to responding to queries regarding High Needs funding or additional support requirements from settings including the monitoring and reviewing of funding
- To advise and support settings using an outcomes-based approach to enable them to meet the needs of children/young people with SEN
- To assist in briefing education establishments, multi-agency professionals and any other relevant groups about the High Needs policies and processes
- To develop knowledge and maintain good working relationships with multi-agency professionals in order to signpost settings where appropriate
- To assist in quality assuring resources used by the deployment of high needs funding to meet the needs of pupils, to ensure it has a positive impact on the agreed outcomes
- To develop and maintain a sound knowledge and understanding of the range of support and services available to support education establishments in meeting the needs of children and young people with SEND
- To contribute to the development of the Local Authority's strategy in relation to high needs pupils
- To contribute to the coaching and development of appropriate staff and participate in the induction of new staff
- To keep abreast of any changes in legislation with regard to SEN and schools funding regulations
- To attend all relevant meetings as requested by the High Needs Funding and Personalisation Manager
- To work flexibly in terms of working hours and practices as required by the High Needs Team Managers

- To undertake any other professional duties which fall within the remit of the post as identified by, and agreed with, the High Needs Team Managers

Supervision and Management Responsibility:

- None

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
- To support the budget planning process and financial monitoring/forecasting of high needs budgets to ensure continuous improvements and value for money are achieved

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:

- Sitting for long periods of time at a computer.

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

- Knowledge and experience of key legislation and policy in relation to supporting children with Special Educational Needs and Disabilities including High Needs Funding and schools/college funding frameworks and the SEND Code of Practice 0-25 years (AI)

Desirable

- Relevant qualifications in literacy and numeracy (GCSE A-C or equivalent) and/or demonstration of equivalent relevant experience in role
- Evidence of current and continuous professional development

Experience

Essential

- Recent experience of working within an educational or social care environment and working in partnership with education establishments and settings (AI)
- Experience of working as part of a team as well being able to work on your own using your initiative (AI)

- Experience in the use of all aspects of IT including Microsoft Office, Word, Outlook and the ability to create complex spreadsheets using Excel and devise and deliver presentations using PowerPoint (AI)
- Experience of dealing with sensitive, contentious, and complex queries with the ability to negotiate and mediate between different agencies providing highest quality standards in terms of professional practice and maintaining confidentiality (AI)

Desirable

- Experience in the use of financial systems

Skills/Abilities

Essential

- Evidence of high level of literacy and numeracy skills and the ability to interpret reports and calculate the cost of provision using high standards of accuracy (AI)
- Good organisational skills and the ability to meet strict deadlines (AI)
- Knowledge and understanding of the provision that should be available in an educational setting to improve the outcomes of children and young people at the various stages of the graduated approach to meeting SEND (AI)

- Ability to support the quality assure the provision supporting pupils with SEND, monitor and review costs to ensure the deployment of high needs funding is being used in an efficient and effective way (AI)

Desirable

- Ability to efficiently co-ordinate data collection and recording and perform statistical analysis, presenting clearly and concisely for a range of client groups
- Good communication skills both written and oral

Commitment

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council
- To practise and promote equality of opportunity and non-discriminatory practice
- Commitment to provide a quality service to meet the needs of the Division.

Other