

Job Profile

Specialist Commissioning Support Grade: 6 Date created: October 18

About the Job

To support the provision of appropriate placements/support (0-25 age range) for children and young people with additional needs including SEND. Work closely with teams across the education hub and the disabled children's service to ensure effective planning and monitoring processes are in place for each individual with additional needs including SEND.

This is what we need you to do...

- Work closely with the children and their families and relevant partner agencies to ensure support provision is appropriate and effective.
- Contribute to building and maintaining good relationships between providers and partner agencies, employment & training providers on a county, regional and national level.
- To maintain and update annual spreadsheets with regard to placements and costings.
- To work with providers to broker individualised packages of support
- To support senior managers in preparation of required documentation relating to placements for children and young people with additional needs including SEND
- To support contribute to the successful monitoring of all relevant placements/contracts at all settings including Independent Specialist Placements and Non Maintained Special Schools.
- Raise concerns about the quality of provision, including any safeguarding concerns.
- Ensure that statutory requirements and timescales are adhered to and any difficulties are identified and rectified
- To provide data on key performance indicators to help inform future commissioning arrangements/decisions
- To monitor the quality of documentation and process with regard to statutory requirements and timeframes – especially in line with Post 16 duties across agencies.
- To support line managers working closely with colleagues and professionals to ensure that all children and young people have appropriate provision.
- To inform senior management of anticipated challenges in order to facilitate strategic planning and policy making.
- To work with a wide variety of professionals to include educational settings, health and outside professional agencies.
- To liaise with providers and the EFA with regard to collection of data for allocations of HNS places and for funding agreements for learners.

Special Conditions

The post holder must hold a clear and valid driving licence or have the ability to travel around the County.”

- This position is subject to an enhanced (DBS) Disclosure and you will be asked to apply for a Disclosure Certificate if you are offered the position.

Monitoring and ongoing development of outcomes

As part of the annual appraisal, outcome based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the council reserves its right to amend or add to the accountabilities listed above.

The ideal candidate will have...

Experience

- Working knowledge of Special Educational Needs, in particular relevant legislation.
- Experience in identifying safeguarding concerns
- Ability to mediate potentially complex and difficult situations
- Experience within an Education/children's services Department
- Experience of working with pupils with SEN
- Experience of observation, evaluation and report writing
- Experience of liaising between different agencies and stakeholders

Knowledge, Skills and Understanding

- Ability to communicate effectively with parents and carers
- Proven skills in effective partnership working
- Good knowledge of safeguarding procedures
- Understand the SEN code of practice and funding arrangements for schools, colleges and children's services
- Data management skills
- Good negotiation skills
- Excellent communication skills, including the ability to précis and present information

Behavioural attributes

- Able to work effectively at all levels within the council, partner agencies, other colleagues, parents and CYP to build effective working relationships
- Able to cope and function effectively when working in a pressurised environment
- Emotionally resilient
- Excellent interpersonal skills
- Demonstrates Gloucestershire Leader/Employee Behaviours.

Education & Qualifications

Essential

- Good levels of literacy and numeracy, evidenced by GCSE's Grade A-C, NVQ Level 4 or equivalent experience
- Good ICT competencies
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