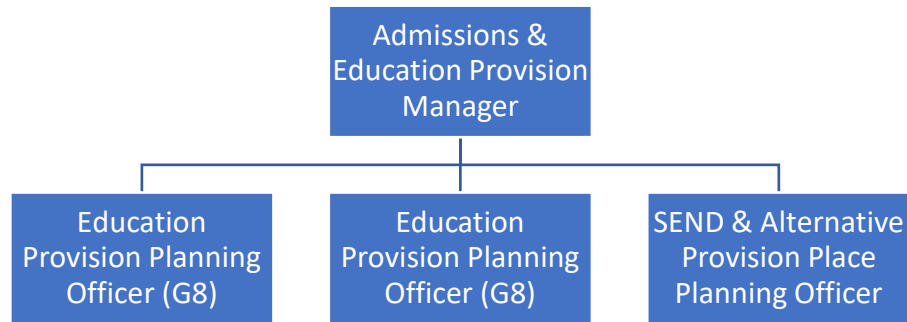


<b>JOB DESCRIPTION &amp; PERSON SPECIFICATION</b>	
<b>Director Area:</b> Children's Services	<b>Job Ref Number:</b> 04063
<b>Service Area:</b> Education Support	<b>Grade:</b> G8
<b>Job Title:</b> SEND and Alternative Provision Place Planning Officer	
<p><b>PURPOSE OF JOB:</b></p> <p>Working in collaboration with the Special Educational Needs and Disabilities (SEND) and Inclusion services, lead on SEND and Alternative Provision (AP) strategic place planning, placement and capacity management, and have responsibility for the SEND element of the annual School Capacity Allocation Programme (SCAP) submission to the DfE.</p> <p>To undertake all analytical work relating to the monitoring and forecasting of the need and capacity of statutory school age places for SEND and AP.</p> <p>To undertake work related to the process of establishing special school expansions, closures and new build as required by legislation/statutory guidance and local policy, working closely with key stakeholders and decision maker such as the DfE and education providers.</p> <p>To set up, refine and initiate the process of selecting an operator for a new build school.</p> <p>To work collaboratively with colleagues within (e.g. Education Transport) and external to the Council to ensure that solutions to education provision are cost effective and deliverable.</p> <p>Contribute to the delivery of the services and assist, as appropriate, with:</p> <ul style="list-style-type: none"> <li>• Providing an integrated approach to performance management, quality standards and service delivery</li> <li>• Embedding new ways of thinking and working</li> <li>• Developing and maintaining strong, positive working relationships with colleagues within and external to the Council</li> </ul> <p>To provide day to day advice and guidance to colleagues within own area of responsibility</p> <p>Continuously look for synergies and efficiency savings across area of responsibility.</p>	

**TEAM STRUCTURE:****MAIN DUTIES:**

The specific accountabilities of this role will be flexible and will change to meet the needs of the organisation as required but will include (or be equivalent in nature to) those listed below:

1	Prepare and analyse information necessary to understand the volume and type of provision for SEND pupils and for pupils requiring AP, in addition to forecasting sufficiency to enable shortfalls and over-capacity to be identified geographically.
2	Maintain a strategic oversight of capacity, commissioned commitments and opportunities for the future.
3	Working collaboratively with the SEND and Inclusion service areas manage and oversee place planning and capacity in special schools, alternative provision settings and commissioned providers to meet demand/need.
4	Identify opportunities for movements between schools and liaise with SEND team and Pupil Reintegration Team (PRT) and Education Transport to aid co-ordinated movements.
5	Monitor, support and assist with the utilisation of the school estate to create local provision where required to support children and young people to remain close to home.
6	Support the work on the newly introduced 'SEND SCAP' return.
7	Write reports that may be in the public domain and will be used by key decision makers to commit the Council to a course of action.
8	Undertake all activity and processes necessary to meet legislative requirements relating to SEND/AP school placement planning, including school expansions, closures and new builds.
9	Undertake impact analyses to all decisions planned.
10	Set up, refine and initiate activity necessary for the selection of a new school Operator.
11	Provide expert advice and guidance to colleagues within and external to the Council regarding SEND and AP in relation to place planning strategies to support efficient transport allocations linked to need; developing and maintaining strong positive working relationships with colleagues, commissioners, service users, stakeholders, partners and potential providers.
12	Prepare all committee/DLT/Exec DLT reports needs to achieve decision making.
13	Contribute to the development of the Service, including SEND and AP as determined by the Service Manager.
14	Coach and mentor teams/colleagues as appropriate to embed new ways of thinking and working.
15	Provide an integrated approach to performance management, quality standards and service delivery.
16	Contribute to work with commissioners/partners to ensure a robust approach to data analysis and forecasting.
17	Maximise the impact of resources and value for money to achieve improved outcomes for the Council; ensuring the Council resources are optimised and utilised effectively and efficiently.
18	Continuously improve services in area of responsibility, identifying where possible opportunities for efficiency savings and synergies through a strategic approach.

19	Manage allocated capital and revenue funding and budgets.
20	Work with colleagues within and external to the Council to ensure that solutions to education provision are viable.
21	Collaboration with Service areas across the Council enabling a co-ordinated approach towards placing of children in SEND/AP provision.
22	Matrix management across services (Education Transport, SEND/PRT and Performance) to coordinate various stakeholders, to streamline processes and improve efficiencies.
23	Act as a role model to others helping them to manage uncertainty and to respond positively and creatively to changing expectations.
24	Deliver excellent customer service, incorporating the Council's equality and diversity objectives and supporting the council to achieve best practice in all it delivers.
25	Remain up to date and compliant with all relevant legislation, organisational procedures, policies and professional codes of conduct in order to uphold standards of best practice.
26	Take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

#### PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
The postholder will be educated to degree level or equivalent relevant qualification/experience, who must demonstrate, through knowledge and experience, that they can effectively carry out the duties of the post.	A	Y	
To be able to understand and manipulate wide ranges of data sources to be able to make quality and professional judgement on education placement provision.	A/T	Y	
To have a high degree of competency with IT and Microsoft office software, particularly in Excel and Word.	A/T	Y	
To have a detailed understanding of the geography of Lincolnshire and the educational provider types in the county.	A		Y
Have a detailed knowledge and understanding of equality and legislative framework/statutory guidance and duties associated with placement of pupils within educational settings in relation to SEND and inclusion.	A		Y
Excellent presentation, written and verbal communication and interpersonal skills	A/I	Y	
The ability to quickly establish strong positive relationships across the organisation at all levels.	A/I	Y	
Contribute to the Council's statutory obligations and where appropriate any	A/I	Y	

national and local performance indicators.			
To be an advanced user of IT so that information can be manipulated, evaluated and displayed to enable the purpose of the post to be achieved.	A/T	Y	
To be able to distil a wide range of solutions down to viable evidence based recommendations.	T	Y	
Remain up-to-date and compliant with all relevant legislation, organisational procedures, policies and professional codes of conduct to uphold standards of best practice.	A/I	Y	
Ensure effective performance management to deliver outcomes in line with service objectives.	A/I	Y	
To be comfortable working with ambiguity and uncertainty	A	Y	

\*A = Application form    T = Test/Assessment    I = Interview    P = Presentation

#### **GENERAL**

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Safeguarding** -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.