

Job Description

For Non-Streamlined Safeguarded Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Technical Specialist - SEND Sufficiency	JEID	T4112
Salary Grade:	Scale K		
Team:	Education Strategy & Transformation		
Service Area:	Education Services		
Primary Location:	Warwick		
Political Restriction	This position is not politically restricted.		
Responsible to:	Commissioning Manager – SEND Sufficiency		
Responsible for:	N/A		

Role Purpose

To provide project support to the Commissioning Manager – SEND Sufficiency, with the delivery of specialist resource provision (SRP) and special school expansion projects and the monitoring of specialist places and deputise when needed. To ensure that information to initiate and drive projects for reorganisation, expansion and the creation of new education provision is accurate and timely. To ensure that all projects are carried out and implemented to time, costs and quality, in line with statutory requirements.

To act as the lead officer and central contact for all mainstream, academy and special school projects, as well as the existing SRP estate, ensuring all projects are monitored and tracked, while facilitating the resolution of any day-to-day issues arising, including any financial and capital queries, or funding related concerns.

To maintain and update on a monthly basis, the SRP commissioning placement and primary matrix spreadsheets, SRP special school project log and commissioned numbers. To track and report on the status and delivery trajectories of SEND Sufficiency projects across the county.

Role Responsibilities

- Supporting the Commissioning Manager with the development of Warwickshire's SEND Sufficiency Strategy as part of the wider Education and Learning Sufficiency Strategy, specifically, the development of SRP's and Special School expansion projects.
- In conjunction with the Joint Strategic Needs Analysis programme, assist with the coordination and co-production of updates to Warwickshire's Special Educational Needs and Disabilities (SEND) Needs Assessment to maintain accurate and up-to-date evidence and understanding of the changing profile of the County's SEND needs, including 5–10 year projections, to inform commissioning intentions and decisions to support SEND sufficiency.
- Support with the commissioning of high-quality SEND provision which results in the best use of resources to meet the assessed educational needs of the 0-25's population across Warwickshire's community.
- Support and lead where appropriate, the Programme management of the SEND Capital Projects (including but not limited to the Special Provision Fund and the Disability Access Grant).
- Develop strong and robust partnerships within the Council (including Strategic Assets team and Construction Services) and with other stakeholders in particular across education, strategic commissioning, social care, health, and private, independent, community and voluntary sector providers to commission a range of innovative, flexible, sustainable and affordable services.
- Lead the development of compelling business cases to win strategic support from the Capital Access and Organisation Board and WCC Cabinet for the required investment in new SEND provision.
- Coordinate any required public consultation for the development of new high needs provision and changes to existing.
- Coordinate and facilitate collaboration between special and mainstream schools and academies and partner agencies in order to ensure a robust, high-quality and sustainable educational offer for learners with SEND.
- Ensure that the County's 0-25's population, their families and carers have a voice in the development of new provision and the redesign of existing provision through co-production to enable professionals and citizens to share power to plan and deliver support together.
- Assist with coordinating innovative service redesign to ensure Warwickshire's SEND provision draws on the latest evidence, best practice and successful models from elsewhere, drawing on commissioning intelligence and benchmarking information.
- Develop and adapt service specifications, service level agreements, service reviews and contracting arrangements to deliver improved performance in the quality of commissioned services, in line with national and local indicators and to ensure services are safe and service provision is sustainable. This will include ensuring commitment to continuous improvement and greater effectiveness and efficiency in service provision and to ensure national and local standards are met.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).



Essential Criteria

Assessed By:

The ability to extract, manipulate and analyse large data sets to support colleagues and to underpin statutory processes	A, I
The ability to communicate effectively the outcome of analyses of complex data sets to senior colleagues, for example elected members and school leaders	A, I
Highly literate and numerate with experience of researching, collecting, collating, analysing and presenting often complex information in a variety of formats to a wide range of audiences	A, I
The ability to lead on specific projects from inception to completion using project management frameworks where appropriate	A, I
The ability to work effectively with a wide range of partners to ensure best value for the Council, for example to ensure adherence to agreed project scope and brief	A, I
The ability to co-ordinate and manage complex projects involving a range of partners within a defined timescale, for example the deliver of SRP's in mainstream settings, or the expansion of an existing special school.	A, I
The ability to understand and interpret complex legislation relating to education organisation and planning	A, I
Experience of working collaboratively across diverse teams, services and providers	A, I
Excellent organisational skills and the ability to prioritise own work as well as that of others	A, I
The ability to be resilient while working under pressure including meeting external deadlines and dealing effectively with competing demands	A, I
An understanding of the role of the local authority, its partners, and the impact of ongoing changes in the public / education sector	A, I
The ability to promote high standards of professional behaviour underpinned by clear values of public service.	A, I
Educated to degree level or equivalent experience – 5 years or more	A, I, D
Satisfactory check through the Disclosure and Barring Service.	D

Desirable Criteria

Assessed By:

Evidence of further professional development in a relevant area	A, I
An awareness of the range of local authority Education Services, how they interact together and with partners	A, I
Presentation on the understanding of inclusion, what is an SRP, and the current status of the SEND spend and sufficiency needs within WCC.	P

We are committed to Safeguarding and promoting the welfare of all those we serve, as well as complying with best practice in the application of safeguarding. Therefore, as this role requires working with Children or Vulnerable Adults a Disclosure and Barring (DBS) check will be required as part of the pre-employment checking process, and rechecking will be required as and when determined by the relevant policy.

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input checked="" type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	