



Job Description

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St. Helens Council

Post:	SEND Engagement and Development Officer (Local Offer)
Department:	People's Services
Grade:	SCP 29 - 32
Responsible to:	Assistant Director SEND
Responsible for:	Subordinate staff as directed by Assistant Director in the provision of effective engagement and participation, including supervision of Apprentice posts.

Purpose of the job

The postholder will lead and contribute to a range of developments to improve outcomes for children and young people (0-25 years) with special education needs and disabilities (SEND), in line with the Children and Families Act 2014 and Ofsted/CQC Inspection Framework.

In particular, the post holder will lead on engagement, participation and co-production with children and young people with SEND and their families and all relevant stakeholders and will deliver an exemplar Local Offer website and associated social and written media to promote the St Helens Local Offer.

Duties and responsibilities

1. To lead on engagement and participation with young people with SEND and their families, establishing networks, processes and strategies which promote coproduction in the borough and strengthens communities, empowers equal representation and participation opportunities of under-represented and/or protected groups and underpins wider access and inclusion to decision making.
2. To champion and promote high quality participatory practice in accordance with organisational standards, policies and procedures and national best practice standards.
3. To influence the development of processes across partner agencies which support children and young people with SEND to have a say in plans and decisions which affect them at all levels, providing training, advice and guidance and support as appropriate.
4. To lead, analyse and report on consultation and engagement activity to capture the experiences of children and young people with SEND and their families as required by the Local Authority, including presentations to individuals or in meetings.



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5. To work alongside the Head of Service SEND 0-25, Designated Clinical Officer, Head of Service Children with Disabilities and Post 16 Planning and Provision Manager to deliver practice development and improvement in response to the quality assurance and performance frameworks.
6. To contribute to quality assurance processes including audit activity in relation to Education, Health and Care Plans, and associated Plans, to assure the Local Authority and relevant stakeholders and regulatory bodies that planning is person centred and plans are co-produced with children and young people and their families.
7. To develop, test and implement innovative approaches which increase community capacity, promoting St Helens communities and seeks out opportunities for co-design and co-production across systems, including the development of a team of young SEND inspectors.
8. To support young people with SEND to contribute to Local, Sub Regional, Regional and National SEND events and Forums as appropriate.
9. To represent the Local Authority at Local, Sub Regional, Regional and National SEND events and Forums as appropriate.
10. To be responsible for all aspects of the delivery and quality of St Helens Local Offer information, ensuring that it is accurate, up-to-date, relevant, reliable, understandable, consistent and co-produced with parents and young people and is compliant with relevant legislative and data protection requirements.
11. To develop constructive collaborative relationships with service users and stakeholders which allow for effective planning and service delivery for children with SEND.
12. To provide professional direction to SEND partners and stakeholders including service leads from the Local Authority, Health providers, Health Commissioners, and third and private sector providers, in order that accurate and up to date information to parents, carers and professionals is provided and maintained effectively in accordance with the SEND Code of Practice 2015.
13. To publish relevant feedback and responses, in accordance to the Code of Practice, relating to public comments made regarding the Local offer and the services within it to inform the commissioning of services to be more responsive to local need across Education, Health and Social Care.
14. To contribute to research and intelligence on matters that may affect the Department's strategic direction and development of relevant policies in relation to the inclusion of children and young people with SEND and their families and promote a culture of continuous improvement.
15. To keep up to date with all developments in the area of SEND, particularly in relation to the SEND, Preparing for Adulthood and Safeguarding agendas.



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16. To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.
17. To be responsible for the implementation of the Council's Health and Safety policy and associated safe working procedures and guidelines. To contribute towards the identification and management of risk within the service area
18. To communicate the Health and Safety Policy, procedures and guidelines to all employees, and contractors, under the management/supervision of the post holder. To monitor compliance with the policy, procedures and guidelines, keeping appropriate records.
19. To comply with the Council's Comprehensive Equality Policy and ensure that it is implemented within the service area and amongst employees within the remit of the post.
20. To be responsible for the implementation of the council's Human Resources policies and procedures including Employee Relations, within the remit of the post.
21. To comply with the Council's Information Management Framework (including the Data Protection Policy, Code of Practice and Social Media Policy) and ensure that it is implemented within the service area and amongst employees within the remit of the post.
22. To comply with the Council's Code of Conduct a fundamental aspect of which are "the Seven Principles of Public Life", and to conduct oneself with the highest standards that they require. To ensure that the code and required standards of conduct are maintained amongst employees within the remit of the post.

This post is subject to Disclosure.

This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989 (as amended).

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required, and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.

Date Prepared: July 2019