

**Job Description**

**SEND Standards Quality Officer**

Job Title: SEND Standards Quality Officer

Grade: SO2

Hours: 36 hours per week, 52 weeks per year

Reporting to: Assistant Director

Base: Uxbridge College and in wider campuses

**Purpose of the Post**

The SEND Standards Quality Officer is a HRUC wide role responsible for working with the Assistant Director for ALS and the Senior Leadership Team to develop and implement strategies to ensure high-quality provision for students with Special Educational Needs and Disabilities (SEND). This role is particularly concerned with ensuring staff compliance and preparedness with SEND systems and procedures and supporting the colleges to meet SEND regulatory body requirements.

**Main Scope of the Post**

The post holder will liaise with key College staff and external bodies to ensure that College SEND quality systems meet external regulations with regard to provision and support for SEND students. Communication of requirements to all appropriate staff and management of internal team compliance with systems is a key part of the role as is producing compliance reports for management consumption, including SEND provision reports, individual education plan (IEP) completion reports, and performance review reports.

**Duties**

1. To keep abreast of changes to SEND legislation and guidance
2. To keep key staff informed about SEND regulations and requirements
3. To monitor adherence to SEND regulations and requirements, including IEP approvals
4. To monitor deadlines for SEND staff and alert them in good time
5. To develop / monitor early warning systems where non-compliance with SEND requirements is suspected
6. To monitor arrangements for the support and provision for SEND students
7. To check compliance with college procedures for SEND support and provision
8. To give clarification and guidance with regard to the documentation and records for SEND students in line with regulations
9. To ensure that the College’s SEND support groups share good practice
10. To liaise with external agencies and check online systems to confirm the allocation of support services
11. To record and monitor external support visits and actions arising inclusive of external audits.
12. To monitor and assist with preparation for external support meetings and alert the Assistant Director or SLT about any issues prior to the meetings
13. To attend external or internal support meetings where appropriate
14. To check receipt of reports from external or internal support visits and to distribute these to relevant staff
15. To summarise SEND Quality/support reports for SLT and attach risk levels
16. To monitor SEND provision according to support risk and alert SLT and assist with the delivery of any resulting training needs
17. To ensure timely reports are produced for performance and quality reviews
18. To monitor the completion of IEPs and their publication on Pro Monitor and EBS.
19. To assist with the preparation of documentation for Ofsted visits
20. To keep records for the College’s SEND provision and to contribute to the preparation for quality reviews and inspection activities
21. To develop and maintain the SEND intranet pages to ensure good communication and ease of accessibility of information.
22. To monitor, review college policies that relate to SEND provision and collate contributions to the student handbook and ensure these meet external requirements
23. To assist with the investigation of student or staff breaches to the above and provide clarification where necessary
24. To prepare and present SEND provision reports at CMG (College Managers Group) and any other cross college committees that are relevant to the role
25. To assist with training for staff in areas relevant to this post.
26. To induct new staff in the College on SEND systems and requirements
27. To assist with the selection, training, and monitoring of SEND support staff across the College and develop a system to centrally track their activities, in conjunction with MIS
28. To assist with the management of new, SEND-related, cross College annual quality visits and any additional quality returns
29. To assist in the review of the College’s SEND quality calendar and systems in response to changes in curriculum or regulations and to design and implement any amendments required in conjunction with MIS.
30. Assist in the operation (and attend as necessary) any SEND support Boards.
31. To act as a central source of information in the College for all staff with respect to SEND quality, compliance and standards provision.
32. To participate in appropriate training and development activities and the College’s appraisal and mentoring processes
33. To carry out all other duties as may reasonably be required, commensurate with the post and level of responsibility

**Further Education is an ever-changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work. This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of the College.**

**SEND Standards Quality Officer**

**Person Specification**

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| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **How assessed\*** |
| **Qualifications** |  |  |  |
| * Good General level of Education (Level 3)
 | **ü** |  | Cert/AF |
| **Knowledge, Skills and Experience** |  |  |  |
| * Minimum of 2 years’ experience in a complex quality assurance and administrative role
 | **ü** |  | AF/IV |
| * Experience in managing aspects of ALS/SEN provision in a Further Education setting
 | **ü** |  | AF/IV |
| * Excellent time management and organisational skills, and ability to prioritise workload effectively
 | **ü** |  | AF/IV |
| * Good interpersonal skills
 | **ü** |  | IV |
| * Good IT skills, including working knowledge of Microsoft Office software including Word, Excel, Power Point and Advanced Access
 | **ü** |  | AF/T |
| * Experience of using databases/systems and the experience of producing reports
 | **ü** |  | AF/IV |
| * Ability to keep accurate records, both computerised and manual
 | **ü** |  | AF/IV |
| * Ability to read and summarise complex information and instructions
 | **ü** |  | AF/T |
| * Excellent English language verbal and written communication skills
 | **ü** |  | AF/IV |
| * Methodical and thorough approach to work and attention to detail
 | **ü** |  | AF/IV |
| * Ability to work effectively as part of a team
 | **ü** |  | AF/IV |
| * Experience of working in the education sector
 |  | **ü** | AF/IV |
| * Experience of awarding body requirements and regulations
 |  | **ü** | AF/IV |
| **Personal Attributes** |  |  |  |
| * Ability to work under pressure
 | **ü** |  | IV |
| * Ability to work unsupervised and use own initiative
 | **ü** |  | AF |
| * Willingness to work flexibly
 | **ü** |  | AF |
| * Self-motivated
 | **ü** |  | IV |
| * Commitment to learners and learner achievement.
 | **ü** |  | IV/AF |