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**Job Description**

**Senior SEND (Special Educational Needs and Disabilities) Funding Co-ordinator**

**Job Title:** Senior SEND Funding Co-ordinator

**Job Grade:** SO1

**Job Location:** Uxbridge Campus

**Hours:** 18 hours per week, 52 weeks per year

**Reporting to:** Head of Learning Support

**MAIN SCOPE OF POST:**

To undertake a range of duties in the Learning Support Department.

Taking a lead with the administration of the Learning Support Funding budget for Element 2 and Element 3.

To support learners with their independence and their understanding of post College options and to support them with preparation for transition when they leave the College.

**DUTIES AND RESPONSIBILITIES:**

**Funding:**

*To oversee duties carried out by the High Needs Funding Co-ordinator as follows:*

1. Ensuring compliance with relevant legislation at all times
2. Liaise and work closely with finance department to reconcile and agree expenditure of funds.
3. To calculate the costs of each High Needs learner and with the Director agree costs being provided.
4. Liaise with local authorities regarding the costs and answer any queries that arise.
5. Ensure compliance with reporting requirements.
6. Working with the Head of Learning Support, agree initial cost estimates prior to enrolment.
7. To monitor the timely payment of invoices for element 3 high needs funding from local authorities and provide reports for finance.
8. To provide reports for Senior Leadership Team and audit for High Needs learners element 2 and element 3 budgets.
9. To liaise with internal and external auditors as and when required.
10. **GENERAL:**
11. 12. To take an active part in the appraisal and mentoring processes and to engage in relevant Staff Training and Development as identified.
12. 13. To comply with all relevant Health & Safety Regulations and assist the College in the implementation of its own Health & Safety Policy.
13. 14. To comply with and actively promote the College’s Equal Opportunities Policy.
14. 15. To participate in and contribute to the College’s in-service and training activities.
15. 16. To carry out all other duties as may be reasonably required.

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| **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. The job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of the College.** |

#### Senior SEND Funding Co-ordinator

#### Person Specification

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|  | Essential | Desirable | How assessed\* |
| Qualifications |  |  |  |
| Good standard of general education (GCSE level or equivalent) | **** |  | Cert/AF |
| Knowledge, Skills and Experience |  |  |  |
| Experience of working in the education sector with children or young people with Special Educational Needs and Disabilities (SEND) | **** |  | AF, IV |
| Understanding of the 2014 SEND Code of Practice | **** |  | AF, IV |
| An awareness of recent government initiatives relating to SEN | **** |  | AF, IV |
| Understanding of EHCPs | **** |  | AF, IV |
| Understanding of Equality and Diversity and Safeguarding in education | **** |  | AF, IV |
| Good communication skills, written and verbal | **** |  | AF, IV |
| Experience of working in partnership with a variety of agencies e.g. schools, local authorities | **** |  | AF, IV |
| Knowledge and experience of high needs funding | **** |  | AF, IV |
| Ability to communicate effectively with a diverse range of people | **** |  | AF, IV |
| Good IT skills, including good working knowledge of Microsoft Office software and ability to use databases | **** |  | AF, IV |
| Ability to maintain accurate records, both manual and on a database | **** |  | AF, T |
| Strong organisational and administrative skills and ability to prioritise workload effectively and meet deadlines | **** |  | AF, IV |
| Ability to supervise other team members | **** |  | AF, IV |
| Excellent customer service skills | **** |  | AF, IV |
| Good literacy and numeracy skills | **** |  | AF , T |
| Personal Attributes |  |  |  |
| Excellent communication skills | **** |  | AF/IV/T |
| The ability to work under own initiative | **** |  | AF/IV |
| The capacity to respond to the emotional as well as the educational and physical needs of individual students | **** |  | AF/IV |
| Competencies *Support staff should be able to demonstrate competency in all of the following areas:*  Communication; Planning and Organising;  Working Together; Customer Service;  Adaptability/Flexibility |  |  | AF, IV |

\*Evidence of criteria will be established from:

AF = Application Form

IV = Interview

Cert = Certificates checked on induction