

## Job description

**Title:** SEND Improvement and Quality Assurance Officer

**Post no:** PREF106156

**Department:** Children, Families and Education

**Division:** Quality Assurance Service

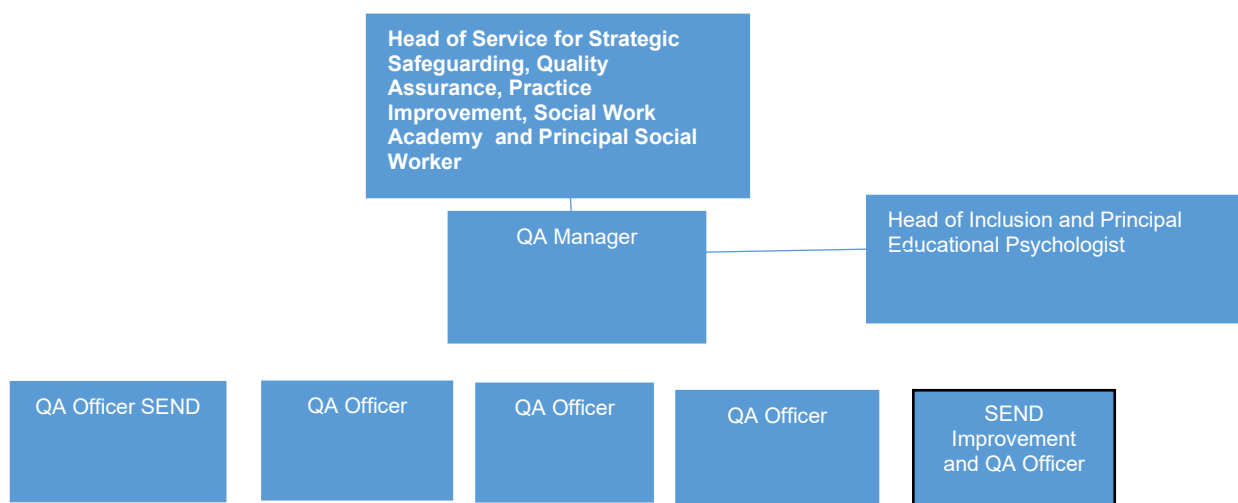
**Responsible to:** Head of Service, Strategic Safeguarding, Quality Assurance & Practice Improvement

**Grade:** M3

### Purpose of post:

To support the strategic development of the SEND Service by leading and delivering on the SEND Improvement and Quality Assurance framework by undertaking quality assurance systems and monitoring tools and other activities to inform the delivery of good quality and professional practice for children and young people with Special Education Needs and Disabilities.

### Organisation chart



## Principal responsibilities

1. Delivery of good quality analytical Quality Assurance Framework including thematic, deep dive reviews, dip samples, and individual reviews.
2. To produce analytical reports including qualitative and quantitative data, findings, recommendations for improvement and that demonstrate impact of the Quality Assurance Framework. Plan for and lead on required identified actions to improve to SEND services and effective processes.
3. To lead on actions required for improvement of SEND practices contributing to improved outcomes for children and their families.
4. To effectively engage children, young people and their families in the operational work in evaluating services by ensuring Children, Young People and their families voices are reflected in Quality Assurance activity.
5. Lead, develop or facilitate on the delivery of learning resources and materials from the Quality Assurance Framework activity and other Quality Assurance activities.
6. Collaborate on the development, alignment and execution of departmental procedures to promote consistency, compliancy and sustained high quality procedures.
7. To work collaboratively with families, practitioners, managers, and professional partners, to reflect on practice to and lead on improvement.
8. Contribute to the strategic direction of the SEND service by helping to influence and develop strategic business plans, policy and procedure using information and data from the Quality Assurance activity.

*This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.*

## Dimensions

**Supervisory management:**

**Financial resources:**

**Physical resources:** Nil

**Other:** Link between QA Service and Inclusion Service ?

## Context

Luton Council and its community came together in 2020 to set an ambition for the future of the town. The ambition, captured in the Luton 2040 Vision, aims for Luton to be a town where everyone thrives and where strategies are in place and work together

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in building an inclusive economy and enhancing the wellbeing of residents of all ages. For children and young people, as a Local Area Partnership, we have collective responsibility to ensure that by 2040, we achieve:

- good educational attainment from birth and higher educational attainment for all
- greater support for the mental wellbeing of all our young people
- more 'Good' and 'Outstanding' schools recognising effective education and learning provision for all our children
- strong SEND provision and effective measures to tackle educational inequalities
- increased access to adult education and lifelong learning for those who seek it
- a child friendly town where children and young people grow up feeling safe and secure
- the position where all children access their basic needs and essential services
- reduced education and health inequalities for children and young people
- children and young people expressing their collective voice and this is heard, matters and is acted upon
- children and young people with SEND having the same access to opportunities, activities and the quality of life as other young people

## Additional information

**Physical effort:** Those normally incurred in a day-to-day office environment

**Working environment:** Hybrid working, with requirement to visit a range of council and health establishments across the BLMK footprint and as required to attend national and regional meetings.

## Person specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E): without which candidate would be rejected

Desirable (D): useful for choosing between two good candidates

Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.

| Attributes | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | How measured                                           | Desirable | How measured |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|-----------|--------------|
| Experience | <ul style="list-style-type: none"> <li>• Extensive experience of working across a range of Children's Services areas and with partners, such as schools, colleges, social care, health and other local authority services.</li> <li>• Experience of undertaking a range of high-quality audits / dip samples SEND Quality Assurance including thematic reviews at pace.</li> <li>• Experiences of engaging practitioners, managers, children, young people, and families in the Quality Assurance process.</li> <li>• Experience of writing detailed reports with clear recommendations and actions to improve practice and services.</li> <li>• Experience of identifying thematic reviews, creating associated training packages and facilitating or delivering to services and partners.</li> <li>• Experience of using electronic case record systems, i.e., Liquid Logic, EHM</li> </ul> | <p>1,2</p> <p>1,2</p> <p>1,2</p> <p>1,2</p> <p>1,2</p> |           |              |

|  |                                                                                                                                                                                                                                                                                                                                                                                |  |  |  |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
|  | <ul style="list-style-type: none"><li>• Experience of using Microsoft Office and other relevant software.</li><li>• Extensive and up to date knowledge of the work practices, processes and procedures (including legal and statutory requirements and the risks of non-compliance) relevant to the service, including case law, statutory guidance and legislation.</li></ul> |  |  |  |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|



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|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|--------------------------------------------------------------------|---|
|                               | <p>practice looks like.</p> <ul style="list-style-type: none"> <li>• Knowledge of SEND legislation (Children &amp; Families Act 2014) and its practical application.</li> <li>• Extensive and up to date knowledge of the work practices, processes and procedures (including legal and statutory requirements and the risks of non-compliance) relevant to the service, including case law, statutory guidance and legislation.</li> </ul> | 1,2                 |                                                                    |   |
| <b>Education and training</b> | <p>Relevant professional qualification to NVQ level 4 standard in education, health or social care and/or relevant degree level qualification.</p> <p>Evidence of continuing professional development</p>                                                                                                                                                                                                                                   | <p>4</p> <p>1,2</p> | Programme and project management training or equivalent experience | 4 |
| <b>Other requirements</b>     | <p>Able to work flexibly with the occasional evening meetings as required.</p> <p>Able to travel inside and outside the Borough.</p>                                                                                                                                                                                                                                                                                                        | 1,2                 |                                                                    |   |

**1 = Application form**

**2 = Interview**

**3 = Test**

**4 = Proof of qualification**

**5 = Practical exercise**

We will consider any reasonable adjustments under the terms of the Equality Act (2010), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The job-holder will ensure that **Luton Council's** / policies are reflected in all aspects of his/her work, in particular those relating to:

- Equal opportunities
- Health and Safety
- Data Protection Act (2018) and General Data Protection Regulation (2021)