

# Job description

<b>Job title:</b>	South West Regional SEND Project Officer Support
<b>Grade:</b>	Grade 10
<b>Job evaluation reference:</b>	HS515
<b>Job family:</b>	Health & Social Care

## Purpose and impact

1. To carry out a range of regional functions in relation to Special Educational Needs and Disabilities (SEND) to support the work of the Regional SEND Coordinator on behalf of the 15 South West Local Authorities, 3 ICBs, 2374 schools and 719,256 children, young people and their families.
2. The Regional SEND Project Support Officer for the South West will assist the Regional SEND Coordinator and the new expanded Regional Innovation and Alliance Team to embed the SEND reforms expected in January 2025 and develop the culture change, improving the quality of local areas' services and provision.
3. To play an active role in managing and providing information to the South West Region in accordance with relevant legislation, policies, updates and to arrange and administer regional meetings.
4. To manage the operational aspects of the section 31 Grant ensuring funding is spent within the financial year and aligning systems to Dorset's financial and procurement processes.
5. To manage a caseload of SEND networks and events.
6. To gather, record and process SW SEND RIIA reach and impact data.
7. To liaise with a wide range of different professionals across education, school, health and care services across the region.

## Key responsibilities

8. To develop and maintain in-depth knowledge of current legislation and best working practices relating to the Local Authority SEN function and Health and Social Care where they relate to SEND.
9. To ensure that individual children and young people are at the heart of the work.
10. To support the Regional Coordinator in the oversight of SEND programmes in the South West Region including the multiagency partnerships and budgets.
11. To develop and maintain the "Network" which will include in depth knowledge of the region and contact lists to enable meetings to be arranged and information to be communicated to all.
12. To run identified networks ensuring regional meetings are effective and informative for all colleagues and ensuring positive feedback from participants.
13. To improve the quality of services for children and young people through the flow of information to the region.
14. To be a key point of contact for the region and to update and disseminate SEND and performance data.
15. To set up virtual and face to face meetings to enable regional work to take place.
16. To run and maintain systems for measuring the impact and reach of the work of the SEND Network to ensure that performance can be monitored.
17. To run at least three annual conferences securing speakers, delegates, venues and managing finances.
18. To administer the SW SEND Peer Challenge (15 Local area partnership coming together for support and challenge conversations).



19. To engage with partners including parent carer forums and children and young people advocacy forums.
20. To run the operational aspects of monitoring and evaluating performance in relation to Key Performance Indications agreed with the Department for Education.
21. To report to the Regional SEND Strategic Group as required on outcomes, themes and event data.
22. Support strategic and operational staff (especially those who are new to post) with wide ranging queries.
23. Signposting to other agencies where necessary.
24. Develop and maintain the SW SEND Website and all enquiries through the website.
25. Undertake training and continued professional development appropriate to the post.
26. Represent SW SEND RIIA and carry out any other duties consistent with the grade and purpose of the post as may be required.

NB: The duties and responsibilities of this post are not restrictive, and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

### **Supervision and management**

Reporting to: South West Regional SEND Coordinator and Principal Educational Psychologist

Responsibility for: No supervisory or line management responsibilities

### **Other factors**

27. The post holder will work virtually for most of the week; the role is not office based.
28. The post holder will travel to attend and administer regional events.
29. An Enhanced Children's DBS check will be required.

### **Our values**

Our values act as guiding principles, defining what we believe is important in the ways we work together. Our values are Respect, Together, Accountability, Openness and Curiosity. You will need to be able to demonstrate these values in action through the way you work, regardless of your role within the organisation. Information about our values can be found on our website.



# Person specification

Your application will be assessed based on your demonstration of how you fulfil the following criteria; you should include clear examples of how you meet these criteria within your application form and during the assessment process.

## Essential

Essential criteria are the minimum requirement for the above post and will be assessed through a combination of your application form, assessment and interview (as specified below). We'll also use references to confirm that you meet the criteria for this role. We will require evidence of the qualifications, training or registrations listed below.

<b>Qualifications, training or registrations</b> Required by law or essential to the performance of the role or both	<b>Assessed through:</b>
1. The successful post holder will hold a degree level qualification or equivalent. Significant relevant or lived experience of SEND will also be considered.	Application form
2. Educated to A Level standard with GCSE (or equivalent) with A-C grades (or equivalent) in English and Maths	Application form
3. SEND qualifications such as IPSEA levels 1-3 or equivalent	Application form
<b>Experience</b>	
4. Experience of working in complex organisations	Application form
5. Proven background of using word processing, spreadsheet computer packages and web-based systems	Application form
<b>Knowledge</b>	
6. Knowledge and experience of co-production	Application form Interview Assessment
7. Experience and knowledge of SEND. The post holder will need a working knowledge of the Children & Families Act and Education Act and the interplay between the two. They will need to be aware of the spirit and language of the Special Needs Code of Practice and the SEND and AP Improvement Plan.	Application form Interview Assessment
8. Experience and knowledge about SEND and applying this, preferably in a SEND related area, or demonstrate the ability to learn to do this	Application form Interview Assessment
9. Postholder will have (or can develop) the necessary in-depth knowledge and understanding of SEND to undertake the role effectively	Application form Interview Assessment
10. Good working knowledge of ICT systems, including the use of Teams for arranging meetings, word processing, presentation packages and spreadsheets	Application form Interview Assessment
<b>Skills and abilities</b>	
11. Good standard of numeracy, written literacy skills and ICT skills	Interview Assessment
12. Excellent communication skills for dealing effectively with colleagues, young people, parents, professionals, and agencies	Interview Assessment
13. Ability to present timely information in a user-friendly and understandable format to all levels of staff	Interview Assessment
14. Ability to use technology to increase productivity and effectiveness	Interview Assessment
15. Must have the ability to learn new legislative frameworks and policies	Interview



	Assessment
16. Ability to organise work appropriately and work independently making independent decisions on behalf of the SW SEND RIIA	Interview Assessment
17. Ability to present timely information in a user-friendly way that is understandable to a wide range of users.	Interview Assessment
18. Ability to work with a wide range of different professionals and understand subject specific terminology	Interview Assessment
19. Ability to demonstrate integrity and confidentiality	Interview Assessment
<b>Our values</b>	
20. Respect	Interview Assessment
21. Together	Interview Assessment
22. Accountability	Interview Assessment
23. Openness	Interview Assessment
24. Curiosity	Interview Assessment
<b>Other</b>	
25. Able to fulfil the travel requirements of the post	Application form
26. An Enhanced Children's DBS check will be required	Application form
27. Reliable and punctual	Application form
28. Ability to engage in continued professional development activities independently and through organised training thus responding to changes in legislation, guidance and case law	Application form

## Desirable

Desirable criteria will be used in the event of multiple applicants meeting the minimum essential requirements and if applicable, will be assessed through a combination of your application form, assessment and interview (as specified below). We'll also use references to confirm that you meet the criteria for this role. We will require evidence of the qualifications, training or registrations listed below.

<b>Qualifications, training or registrations</b>	<b>Assessed through:</b>
29. ICT qualification	Application form
<b>Experience</b>	
30. Experience of working in a SEND related area or area related to working with families or vulnerable members of the community	Application form
31. Use of a dedicated database	Application form
32. Experience of working with financial accounts	Application form
<b>Knowledge</b>	
33. A good knowledge and understanding of SEND regulations and case work	Application form Interview Assessment
34. Background knowledge of issues relating to Health and Children's Services	Application form Interview Assessment



## Approval

Manager's job title: South West Regional SEND Coordinator and Principal Educational Psychologist

Date: November 2025

