

**WHERE  
CAREERS  
THRIVE**

**When potential  
is unlocked,  
talent *thrives***



**West  
Northamptonshire  
Council**

## **SEND Improvement Officer**

**Children & Young People's Service, People Directorate**

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



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Northamptonshire  
Council**

## **Purpose and impact:**

Support the development of the SEND Improvement Plan for West Northants Council and the wider partnership, ensuring delivery of high quality, effective and consistent service support across the West Northants Support the local partnership to improve outcomes for children and young people with SEND.

## **Accountable to:**

This role is accountable to the SEND Improvement Manager. The role sits within Children & Young People's Services, part of the People Directorate in West Northamptonshire Council.

## **Responsibilities:**

1. Support the SEND Improvement Manager to lead the SEND Improvement programme by providing direction, advice and guidance to colleagues across West Northants Council and the wider partnership, including colleagues in health, social care and education settings
2. Provide support and guidance to the local partnership with relevant internal and external key partners, including West Northants Voices in Partnership (WNVP), schools, childcare providers, OFSTED, DfE and voluntary/community providers
3. Support the local SEND Improvement Board (multi-agency partnership board) by coordinating and collating performance and service reports. Work with partners to ensure timely and accurate reporting and engagement aligns with the agreed priorities within the local Joint SEND Strategy and action plans
4. Support the development of a detailed assessment of the needs of children with SEND, and their families is co-produced to inform future commissioning of services, support and training. This will include accurate assessments of needs across West Northants and in Locality Planning Areas that can influence the local partnership about future service improvements
5. Facilitate engagement activities in order to co-produce a new Joint SEND Strategy, including defined co-production approach for West Northants, by engaging with all partners to agree a new vision and strategic priorities for children and young people with SEND
6. Support and influence the local SEND communication plan, that includes the development of the Local Offer.
7. Develop management reports and other detailed analysis required by Department for Education and other regulatory bodies.
8. Provide professional advice, guidance and support to the local SEND partnership.
9. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
10. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
11. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks

may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

## Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

<b>Skills and abilities:</b>	Essential / Desirable	Measured by
The ability to network, build professional relationships and influence groups of people to quickly establish strong positive relationships across the organisation at all levels, including elected members	Essential	A, I
Ability to think conceptually and analyse complex data critically with tight deadlines and meet targets.	Essential	A, I
Excellent written and oral communicator. Ability to communicate clearly and professionally with large groups of senior professionals	Essential	A, I
Able to contribute ideas and embrace change as systems and processes develop to improve service delivery	Desirable	A, I
Able to work independently and as part of a team	Essential	A, I
Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	Essential	A, I

<b>Knowledge:</b>	Essential / Desirable	Measured by
Clear understanding of Local Government environment, political awareness, and its major influences and challenges	Essential	A, I
Good oral and written skills	Essential	A, I
Skilled in working with partners to secure joint understanding and commitment to agreed priorities	Essential	A, I
Good organisational skills and capable of detailed planning	Essential	A, I
Self-motivated, able to use own initiative and work unsupervised	Essential	A, I

<b>Relevant experience:</b>	Essential / Desirable	Measured by
An experience in project management within public sector or relevant organisation	Essential	A, I
Experience of working in a public sector organisation that provides services for children and young people	Essential	A, I
Experience of partnership working	Desirable	A, I
Experience of delivering, commissioning, or leading services for children with SEND	Essential	A, I
Experience with working with external suppliers	Essential	A, I

<b>Education, training and work qualifications:</b>	Essential / Desirable	Measured by
Degree level or substantial relevant experience in education, social care, or public sector subjects	Essential	A, T, I, P, D

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance, and verification of certificates.

**Additional pre-employment checks specific to this role include:**

Enhanced Disclosure and Barring Service check, Disqualification for Caring for Children (Education), Overseas Criminal Record Checks, Prohibition from Teaching, Professional Registration, Non-police personnel vetting, Disqualification from Caring.

## Day-to-day in the role:

<b>Hours:</b>	37	<b>Primary work base:</b>	Office/Hybrid
<b>Job family band:</b>	Band 8	<b>Worker type:</b>	Part-flexible
<b>Salary range:</b>	£40,316 - £43,675	<b>Budget responsibility:</b>	N/A
<b>People management responsibility:</b>	N/A		

### Working conditions & how we work:

This role has been identified as a part-flexible worker type, this means that you will be able to work from other work locations and when not working from an office you will be working remotely for up to 3 days a week (including from home).

## Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

<b>T</b>	Trust	We are honest, fair, transparent, and accountable. We can be trusted to do what we say we will.
<b>H</b>	High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
<b>R</b>	Respect	we respect each other and our customers in a diverse, professional, and supportive environment.
<b>I</b>	Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
<b>V</b>	Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
<b>E</b>	Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

**“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture.”**

Should you require this document in another format or language, please contact: [Careers@westnorthants.gov.uk](mailto:Careers@westnorthants.gov.uk)



# When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

## The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

