RUTLAND COUNTY COUNCIL

JOB DESCRIPTION

Position Title: **Senior SEND Officer – SEND Reforms**

Grade: **GPO2**

Directorate: **Children and Families**

Department: **SEND**

Responsible to: **SEND Team Manager**

Purpose of the Job:

To provide operational leadership and drive service improvement within the SEND Service, supporting the Local Authority's ambition to deliver the objectives of national SEND reforms through the implementation and delivery of the Local Area SEND Reform Plan, and develop a more efficient and sustainable SEND system that maximises capacity and improves productivity.

To lead and coordinate service development and transformation implementation, working collaboratively across Council services and the wider SEND system, including education and health partners and children, young people and their families to improve efficiency, maximise the use of technology and strengthen outcomes for children and young people with SEND.

Main Responsibilities:

- To provide strategic and operational leadership, practice guidance and decision-making support to ensure the effective delivery of statutory SEND functions and service priorities, deputising for the SEND Team Manager as required.

- To work collaboratively with colleagues across the Council, education settings, health services and wider partners to implement changes arising from national SEND reforms, legislation, statutory guidance and the Local Area SEND Reform Plan priorities.

- To lead and coordinate process improvement activity across the SEND system, identifying opportunities to streamline pathways, reduce duplication, improve efficiency and maximise the effective use of technology and digital solutions.

- To manage and supervise SEND Development Officers, overseeing performance, priorities and delivery of agreed service improvement programmes.

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- To support the Team Manager in developing and implementing a robust quality assurance and practice improvement framework, using audit findings, peer review, feedback and performance information to drive service improvement and workforce development.

- To lead on complaints, Mediation, Way Forward meetings, SENDIST Tribunals and stakeholder feedback, using learning from these activities to inform service development, improve practice and drive continuous improvement across the SEND service.

- To provide professional advice and coaching to SEND Case Officers, supporting consistency of practice, decision-making and professional development. In the absence of the Team Manager, you will provide management oversight and supervision arrangements across the team.

- To act as the lead for co-production and family engagement, developing positive partnerships with children, young people, families and representative groups, ensuring their views influence service development, decision-making and continuous improvement across the SEND system.

- To provide professional leadership on SEND practice, quality standards and statutory responsibilities, promoting a culture of collaboration, accountability, reflective practice and continuous improvement across the service and wider SEND partnership network.

- To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.

- Take reasonable care for your health and safety and that of other persons who may be affected by the performance of your duties. Where appropriate you will safeguard the health and safety of all persons and premises under your control and guidance in accordance with the provisions of Health and Safety legislation and Rutland County Council's and Directorate codes of practice and procedures. You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.

- This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general areas of responsibility and grade of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

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Behaviours and outcomes

Collaborative Leadership
Work proactively across education, health, social care and partner organisations to build strong relationships, develop shared understanding and deliver integrated solutions that improve outcomes for children and young people with SEND.

Child-Centred Ambition
Maintain a relentless focus on achieving the best possible outcomes for children and young people with SEND, championing inclusion, high aspirations and evidence-based practice to enable every child to achieve, belong and thrive.

Adaptability and Resilience
Respond positively to change, complexity and competing demands, demonstrating resilience, sound judgement and flexibility while maintaining a focus on continuous improvement and successful delivery of priorities.

Innovation and Continuous Improvement
Embrace new ideas, technology and opportunities to improve services by encouraging creative thinking, learning from experience and supporting the implementation of SEND reforms through effective partnership working and system-wide change.

JOB REQUIREMENTS

QUALIFICATIONS/TRAINING/EDUCATION

Essential	Method of Assessment *
Educated to level 5 or equivalent professional qualification such as qualified Teacher / Social Worker	A/I
Additional SEND professional training and qualifications	A/I

Desirable	Method of Assessment *
Experience in SEND Leadership	A/I

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EXPERIENCE/KNOWLEDGE

Essential	Method of Assessment *
Experience of working with children / young people with SEND and a real understanding of the lived experience of a child and family with a disability.	A/I
Good knowledge and understanding of current children's services and future development.	A/I
Strong knowledge of SEND law and wider SEND system.	A/I
Experience of problem-solving conflict resolution.	A/I
Up to date knowledge of legislation and guidance in relation to safeguarding children.	A/I

Desirable	Method of Assessment *

SKILLS

Essential	Method of Assessment *
IT literate (Able to use Microsoft 365 Office packages, and Outlook).	A/I
Able to work under pressure and meet deadlines.	A/I
Able to prioritise effectively.	A/I

Desirable	Method of Assessment *

EQUALITY AND DIVERSITY

Essential	Method of Assessment *
Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice.	A/I

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OTHER

Essential	Method of Assessment *
Flexible in working patterns to fulfil commitments of the role and team.	A/I
Willingness and ability to visit other sites as and when required.	A/I
Available to work in office when required to be fully integrated into wider team and provide leadership presence	A/I

*** A = Application Form D = Documentary evidence I = Interview T = Test**

STRUCTURE

To be confirmed.

NOTE: These requirements must be reviewed each time this post becomes vacant. The reviewing manager must sign below. If changed, please submit both the original job description and amended job description to the Human Resources Department.

DATE	CHANGE - YES/NO	PREPARED BY (Name & Position Title)
10.08.2026	New post	Helga Spry-Shute, Service Manager