

Role Profile Addendum

Job Title:	SEND Local Offer Lead
Role Profile Reference Number:	MUL200
Role Profile Title	Technical Administration Officer III
Directorate	Children's Services – Education & Skills
Service area	SEND Service

Specific responsibilities associated with this position

- Lead the development, maintenance and day-to-day management of the SEND Local Offer website, ensuring content is accurate, up to date and responsive to local changes.
- Work closely with parent carers, young people, partners and stakeholders to ensure the Local Offer reflects lived experience and meets local needs.
- Lead co-production, consultation and feedback activity related to the Local Offer, including regular review arrangements, peer reviews, surveys and “You Said, We Did” updates.
- Promote and raise awareness of the SEND Local Offer with families, young people and professionals, supporting effective signposting and use of the website.
- Monitor and report on the performance and impact of the Local Offer, including usage data, feedback received, actions taken and communications activity.
- Represent the Local Offer at local and regional SEND engagement and co-production forums, identifying and applying good practice.

Specific person specification associated with this position

- Previous experience of effectively:
 - supporting families of children and young people with SEND or other relevant SEND experience
 - co-ordinating information into a coherent workflow visual, diagram or framework
 - engaging stakeholders to make positive improvements
 - working with a range of agencies, for example, health and social care
 - delivering projects that improve outcomes for children and young people

Other requirements for this position

Health Surveillance:

Will the postholder be exposed to hazards that will require health surveillance?

No

Politically Restricted Posts:

Is this post politically restricted?

No

Lone Working:

Will the postholder be required to work alone?

No

Supplementary Payments (eg Recruitment & Retention payment):

Is there any approved salary supplement in place for this role?

No

DBS Check:

Will the postholder require a DBS check?

Yes

Career Grade/Career Pathway

Is there an established career grade or career pathway in place for this post?

No

For P & R Use Only:

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Date Saved: