

Job title:	SEND Data and Systems Coordinator
Reports to:	Head of Inclusion
Business area:	Additional Learning Support
Responsibility for others:	Yes

JOB DESCRIPTION

Purpose and context:

To assist the Head of Inclusion in implementing and coordinating robust systems, procedures and guidance relating to High Needs Funding, Learning Support Funding, Block 2 Disadvantage Funding and Exam Access Arrangements. This role also requires the post holder to coordinate processes related to the Adult/Apprentice Learning Support Fund and Exam Access Arrangements.

The post will oversee the development and maintenance of a well sequenced and cumulative Professional Learning Framework for Technology Enhanced Learning with a view to ensure the up to date knowledge of all members of the department. The post will also ensure Exam Access Arrangements are managed in line with JCQ regulations.

The following list is intended to give an indication of the range of duties and responsibilities attached to the post and does not attempt to specify all aspects of the role.

Duties and responsibilities:

- To liaise with key staff internally and externally in respect of maintaining appropriate records, systems and processes in line with audit and SEND Code of Practice requirements.
- To contribute proactively to the maintenance and development of systems related to SEND Data analysis and funding requirements.
- To support and assist with effective deployment of department staffing through maintenance of register process and to support SENDCO's to ensure the effective deployment of staff.
- To provide appropriate and timely reports as detailed by the Head of Inclusion, key stakeholders and Senior Leaders.
- To lead and co-ordinate administration of systems and procedures for tracking and audit evidence for funding purposes.

- To lead and co-ordinate activity related to Exam Access Arrangements in line with JCQ regulations.
- To lead and co-ordinate agreed processes for claiming identified streams of funding as detailed by the Head of Inclusion.
- To develop and implement quality assurance processes that ensure Learning Support Funding claims are accurate and supported by necessary evidence and curriculum input.
- Maintain responsibility for collating SEND information as required by ESFA auditors, Ofsted and other regulatory bodies.
- Provide Line Management for the Technology Enhanced Learning team, undertaking all roles associated with this including appraisals, attendance management and day to day support/direction.
- To contribute effectively to the Inclusion Leadership Team to ensure an effective and efficient student focussed service.
- To manage own workload, setting priorities and acting in a pro-active manner to provide excellent customer service.
- To design, lead and implement a robust and impactful Professional Learning Framework that equips all colleagues within the team to build skills in Technology Enhanced Learning
- To co-ordinate support for students with Technology Enhanced Learning / Assistive Technology requirements.
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- To abide by GDPR 18 Regulations in relation to the processing and security of information held for learners within the department

Administration

- To provide effective administration support for the management of the ALS service across the Group.
- To provide a front of house service for the Head of Inclusion and where appropriate provide referral services to the relevant members of the ALS team.
- To take responsibility for ensuring all information pertaining to the learner is updated on Prosolution and other Group systems on a regular basis.
- To devise and ensure systems are in place to achieve the greatest possible accuracy of data Collection, input and reporting.
- To develop and produce appropriate and timely management information reports including those required for monthly monitoring.
- To provide planning information on learner numbers, learner support costs, pool agency and staffing costs to ensure the stability of the ALS income and spend.
- To manage the preparing, issuing and tracking of ALS pool staffing hours for pay claims and financial reporting through the Administration Team.
- To contribute to the planning and development of cross Group systems and procedures that will assist in the delivery of ALS to learners.

- To devise and develop robust administrative systems to ensure the ALS claims reflect the totality of the Group's resource commitment to the ALS provision.
- To ensure ALS claims are accurate and supported by all necessary documentation to meet internal and external audit requirements.
- To ensure the learner transition process is effective, associated data is captured and acted upon.
- To take responsibility for keeping accurate records on the outcomes and progression of learners in receipt of ALS.
- To provide accurate and detailed reports from data capture of ALS information.
- To organise and/or provide convening and minute taking support at department meetings.
- Maintain and manage the electronic filing systems on the ALS drive.
- To keep all ALS student information up to date and available for learners.

Liaison:

- To liaise and work daily with services across Group to ensure that ProSolution and other Group systems used by the ALS service are kept up to date and the data held is accurately maintained.
- To interact and liaise with staff, learners, parents, advocates, visitors, external partners and other stakeholders as required, acting as an ambassador for the Group at all times.
- To ensure that liaison systems are in place to capture learner ALS disclosure information.
- To work and support the SENDCO's to provide the Local Authority with information and any necessary paperwork to support the Commissioning Process for High Needs learners.
- To liaise with the MIS team to ensure the ILR holds accurate information, meets deadline requirements to ensure the ALS data is deployed to the funding bodies in a timely manner.
- To provide Finance with relevant information to enable timely payments to the Group and ensure invoices to external partners are correct and in keeping with Financial Regulations.
- To liaise with internal and external auditors in respect of providing information and evidence claims to support the ALS funding.

Training:

- To work with the Head of Inclusion to identify relevant users of the ProSolution system and other systems and to keep a record of the user list and their responsibilities.
- To assemble and deliver appropriate training as necessary to staff in relation to the ProSolution system and its processes within the Group.

- To work with the SENDCO's and MIS to identify audit requirements and to brief and update support teams in relation to ALS audit issues as and when required.
- To raise awareness and update staff on Data Protection in relation to the processing and Security of information relating to student records data and monitor compliance of the GDPR 2018.
- Carry out performance development reviews of the Assistive Technology Team and Exam and encourage them to undertake appropriate development activities to support personal development and fulfil the department and Group's strategic objectives.
- To take a lead role on the co-ordination of the Technology Enhanced Learning Professional Learning Framework.

Responsibilities of all employees at Heart of Yorkshire Education Group:

- Undertake a proactive approach to safeguarding and promoting the welfare of all students, ensuring personal compliance with all Group policy and procedure relating to the safeguarding of students.
- Be alert to any indication or allegation of abuse and take appropriate action, as necessary.
- Committed to upholding British Values, celebrating equality and diversity, and maintaining a culture of respect and tolerance.
- Celebrate and value the diversity brought to our workforce by individuals, providing positive role models and an all-inclusive approach.
- Act in accordance with data protection legislation.
- Participate in team meetings and development opportunities as identified.
- Ensure the health and safety of students, staff, and resources within their scope of responsibility.
- Ensure risk assessments are undertaken, updated, and submitted in line with Group policy.
- Undertake appropriate learning and development, to the equivalent of at least 30 hours (pro rata) each year.
- Ensure students receive a positive introduction into Group life through involvement in all identified aspects of the enrolment process.

Our Values:

Our values act as the moral compass for our organisation. They encapsulate the way we do things, how we behave and how we make our decisions. These are the values we stand behind -

Respect

We clearly communicate with transparency and integrity and show kindness and passion for the things we do

Inclusion

We create a safe and sustainable environment where all can thrive, enabling creativity and individuality

Ambition

We aspire for excellence, continually growing and looking for opportunities to innovate and develop

Collaboration

We take individual and collective accountability and work together to seize opportunities to continuously improve

This Job Description is intended to provide a guide to the duties and responsibilities of the post and to set in context within which the post holder will operate, duties may vary from time to time without

changing the general character of the post. It should not be regarded as a legal document or a set of conditions of service.

An appointment to this post will be subject to an enhanced disclosure from the DBS, Children's Barred List (List 99) check, receipt of at least two satisfactory references, provision of evidence of identification and right to work, evidence of essential qualifications and medical clearance.

Person Specification: SEND Data and Systems Coordinator		
NOTE TO APPLICANTS – please ensure you note in your online application form how you meet the criteria below. This is used for shortlisting purposes.	Criteria: Essential Desirable	Assessed: Application Interview Task References
<u>Qualifications and Training:</u> GCSEs in English and Maths A*-C/9-4 or equivalent Advanced Level qualification (e.g 2 A Levels, NVQ Level 3, National Diploma/Certificate) or equivalent qualification. SEND training (or to be completed within one month of appointment) Qualified to Higher National/Degree level Customer care qualification/training Safeguarding and Prevent training (or to be completed within one month of appointment)	Essential Essential Essential Desirable Desirable Essential	Application, Interview Application, Interview Application, Interview Application, Interview Application, Interview Application, Interview
<u>Relevant Experience:</u> Ability to prioritise workload Ability to work and adhere to set deadlines Ability to work under pressure and on own initiative Able to understand and follow complex rules and procedures Methodical approach to tasks Experience of devising and/or applying systems and procedures Understanding of ALS funding and commissioning Knowlesge of working with ProSolution, MS Office Knowledge of EHCP and local offer	Essential Essential Essential Essential Essential Essential Essential Essential Desirable	Application, Interview Application, Interview, Task Application, Interview, Task Application, Interview Task Application, Interview Interview Interview Application

Experience of managing/supervising staff	Desirable	Application, Interview
Experience of working within an Additional Learning Support environment	Desirable	Application, Interview
<u>Skills and Knowledge:</u>		
The ability to interpret and comply with audit guidance	Essential	Interview, Task
High levels of accuracy	Essential	Interview, Task
Highly numerate	Essential	Interview, Task
Highly conversant with Microsoft Office	Essential	Interview
Excellent communication skills both written and verbal	Essential	Application, Interview
The ability to form and maintain appropriate relationships and personal boundaries with all students	Essential	Interview
Ability to carry out general office duties	Essential	Interview
Ability to make clear presentations to College staff at all levels	Essential	Interview
Working knowledge of Data Protection, GDPR 2018 and Equality Act 2010	Essential	Application, Interview
<u>Additional Factors:</u>		
Proactive, and have the ability to question decisions and explore options	Essential	Interview
Have a flexible approach to working practices	Essential	Interview
Good team player	Essential	Interview
Ability to learn quickly and adapt to change	Essential	Interview
A professional approach	Essential	Interview
The ability to deal with all levels of staff and students	Essential	Interview
Polite and display tact and diplomacy in dealing with all levels of staff, learners and other stakeholders	Essential	Interview
A commitment to the principles of Equality and Diversity	Essential	Interview
As the Group is a multi-campus site, flexibility and willingness to work across all sites is required	Essential	Application, Interview

Please note that due to the volumes of interest and applications, we are unable to give individual feedback to applicants where they have not been shortlisted and selected for interview.