

Job Description

Post Title: SEND Quality Assurance Lead (A4759)

Evaluation: 633 Points

Grade: N10

Responsible to: Head of SEND

Responsible for: Staff as Allocated

Job Purpose: To take a lead on all aspects of Quality Assurance within the SEND service. Reviewing practices and processes alongside current and emerging statutory requirement, striving for excellence across SEND, establishing work standards and practices as required and ensuring services and staff receive appropriate support to maintain the required standards. Establishing and implementing standards of work.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. Identify and establish working standards which reflect statutory requirements and strive for excellence, providing the best possible outcomes for children and young people with SEND needs.
2. Contribute to the workforce strategy across the service, which creates an enabling environment and common practice between professionals.
3. Lead on and deliver (or arrange delivery of) training to managers, staff and providers/stakeholders as needed to ensure standards of practice are met and maintained.
4. Work closely with manager and staff to identify areas for development or improvement within and across the SEND services.
5. Actively seek feedback through staff and management engagement to aid a continuous review of services and processes.
6. To provide reports and management information on a regular and as required basis to monitor and assess progress and standards of the services we deliver.
7. Lead and advice on development of new policies and procedures relating to the delivery of SEND work.
8. Establish and maintain positive working relationships with internal and external stakeholders, using networks to contribute to the continual improvement of the services we deliver.
9. Promote and implement the Council's Equality policy in all aspects of

employment and service delivery.

10. Assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.