

Senior SEND Transport Assistant

Job Description

Reports to: **SEND Transport Officer**

Direct reports: **SEND Transport Assistants**

Evaluation:

Grade: **N7**

Reference: **A5228**

Purpose

Responsible for supporting the SEND Transport Officer in providing a safe, sustainable and cost effective home to school transport service for children and young people aged 0-25 with SEND, enabling the Council to fulfil its statutory duties. Promote and ensure health and safety in the context of home to school transport.

Main Duties

These are some of the typical duties you will be expected to perform. This is not exhaustive, and you may need to complete similar tasks as required.

1. To ensure the efficient and effective operational management of the staff allocated.
2. To support the SEND Transport officer in arranging home to school transport for children and young people, according to their individual needs and in line with the SEND Code of Practice and Statutory Guidance, ensuring safety of service users whilst obtaining best value.
3. To assist the SEND Transport Officer in carrying out full risk assessments for each of the children and young people accessing the service before implementation and at each change in circumstance.

4. To assist the SEND Transport Officer appropriate allocation of drivers and escorts to ensure the health and safety to accommodate children and young people's individual needs.
5. To support the SEND transport assistants with complex enquiries and escalate to the transport officer when needed.
6. To assist the SEND Transport Officer in responding to stage one appeals, and to coordinate stage two appeals in accordance with the local policy and appeals process.
7. To assist the SEND Transport Officer in monitoring and accounting for financial allocations for transport arrangements, including both commissioned providers and personal budgets arrangements for families who make their own transport arrangements.
8. To assist the SEND Transport Officer in responding to incidents or complaints. This includes ensuring reporting to external agencies where necessary and follow-up monitoring as appropriate.
9. To assist the SEND Transport Officer with Quality Assurance monitoring processes for the transport service, and to work alongside SEN Caseworkers to ensure that existing transport arrangements are reviewed annually and whenever a change in circumstances occurs.
10. To be alert to safeguarding risks including risk of harm and abuse to individuals, and to work with necessary agencies in investigating and resolving safeguarding concerns.
11. To support and advise the SEND Transport Assistants and Business Support Staff in maintaining accurate and clear records within the service in accordance with Council policies, procedures and financial regulations. This includes ensuring accuracy of service user information as well as financial information and the analysis of statistical information.

12. To liaise with health colleagues to ensure specialist training for drivers and passenger assistants for service users with medical conditions and ensure the safe transportation and storage of medication.
13. To provide advice and guidance in relation to transport policies, Statutory SEND transport guidance/SEND Code of Practice Guidelines (e.g. OLA LAC depts, schools, colleges & transport providers).
14. To support the SEND Transport Officer in the procurement process for the Taxis and Public vehicles framework.
15. To promote and implement our *Diversity, Equality, Equity, and Accessibility* policy in all aspects of your employment.
16. To help maintain a healthy, safe, and secure environment and to adhere to our policies and procedure.