

Northumberland County  
Council  
**JOB DESCRIPTION**

<b>Post Title:</b> School Place Planning and Commissioning Assistant	<b>Director/Service/Sector:</b> School Organisation and Resources Team/Education and Skills Service, Wellbeing and Community Health Services		<b>Office Use</b>
<b>Band:</b> 4	<b>Workplace:</b> County Hall		JE ref: 4287 HRMS ref:
<b>Responsible to:</b> SEND Commissioning and Place Planning Officer	<b>Date:</b> April 2023	<b>Manager Level:</b>	
<b>Job Purpose:</b> <ul style="list-style-type: none"> <li>To support the School Organisation and Resources team in the delivery of effective and efficient SEND place commissioning processes.</li> <li>To support the School Organisation and Resources team in the effective administration of the SEND Placement and Transition Panel in line with statutory requirements.</li> <li>To support the School Organisation and Resources team in provision of accurate and timely pupil data and information (including SEND data)</li> <li>To support the Council in complying with its statutory duty to provide sufficient school places within Northumberland for all</li> </ul>			
<b>Resources</b>	Staff	The post holder will not be responsible for other staff.	
	Finance	The post holder is not responsible for a budget.	
	Physical	Careful use of PC and shared responsibility for other office equipment provided. Handling and processing information, including confidential information.	
	Clients	Directly: Senior Managers in Education and Skills, specifically School Organisation and Resources and wider NCC colleagues; headteachers. Indirectly, children and young people attending schools in Northumberland, in particular those with SEND falling within the statutory framework and their families.	
<b>Duties and key result areas:</b> <ul style="list-style-type: none"> <li>Liaise with the SEND team to ensure that all relevant student information pertaining to reassessments of EHCPs presented to SEND Placement and Review Panel are received and uploaded to the appropriate student file effectively and in good time for each monthly meeting.</li> <li>Organise, plan and implement SEND Placement and Review Panels, ensuring key panel members are available to enable effective decisions.</li> <li>Support effective commissioning of SEND school places by updating relevant information on consultations with schools to EMS and ensure statutory deadlines to meet SEND Code of Practice 2014 requirements and statutory timescales are adhered to by monitoring responses from schools, liaising with schools where necessary to ensure deadlines are met.</li> <li>Liaise with schools to ensure responses meet level requested and challenge for more information where necessary.</li> <li>Accurately input SEND pupil information on EMS when schools' responses received to ensure reliability of data relevant to decision-making and liaise with SEND team to communicate commissioning decisions without delay</li> <li>Maintain and develop effective information management and communication systems in accordance with the requirements of the service and observing data protection, privacy and confidentiality legislation, rules and procedures.</li> <li>Develop and manage communications system specifically with SEND Team and special schools and assist with responses to enquiries.</li> <li>Develop and maintain appropriate SEND pupil records to the required service standards, observing data protection, privacy and confidentiality legislation, rules and procedures.</li> <li>written communications, arranging and participating in meetings, and liaising with schools, internal colleagues or SEND parental representative groups in relation to consultations or to assist with identifying service improvement initiatives.</li> <li>Prepare, collate and distribute material for SEND Placement and Review Panel and other meetings, groups and team meetings where required.</li> <li>Interrogate EMS system as appropriate to provide regular and ad-hoc reporting to meet the needs of the SEND Commissioning and Place Planning and other managers where required or requested.</li> <li>Provide general administrative support to SEND Commissioning and Place Planning Officer and wider School Organisation and Resources team when required.</li> </ul>			

- Produce accurate mainstream pupil data sets from GP/Birth data and census, including but not limited to data extraction, cleaning and mapping to school partnerships and preparation of pupil forecasts.
- Collect, collate and analyse pupil data and information, including SEND pupil data sets, to inform and support pupil place planning management and forecasting processes. Create ad hoc complex spreadsheets, collating and analysing data to support the needs of the service as requested by School Organisation and Resources Assistant.
- Clean and map complex pupil data to school partnerships localities for analysis and prepare of mainstream/SEND pupil forecasts using appropriate Software systems.
- Prepare and submit school capacity and pupil forecasting data and information to DfE annual SCAP collection in conjunction with School Organisation and Resources assistant.
- Participate in the training of new staff as required.
- Undertake such duties and responsibilities consistent with the nature, level and grade of the post.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

**Work Arrangements**

Transport requirements:	Nil
Working patterns:	37 hours per week; Flexi hours in line with the exigencies of the service
Working conditions:	Generally sedentary office (and home-based) work with potential to support school consultations on site or school visits where appropriate.

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**PERSON SPECIFICATION**

<b>Post Title:</b> School Place Planning and Commissioning Assistant	<b>Director/Service/Sector:</b> Education and Skills Service, Wellbeing and Community Health Services	Ref: 4287
<b>Essential</b>	<b>Desirable</b>	
<b>Knowledge and Qualifications</b>		
<ul style="list-style-type: none"> <li>● Minimum 5 GCSEs at level 4 or above including Maths and English Language or equivalent e.g. NVQ 2 or above.</li> </ul>		
<b>Experience</b>		
<ul style="list-style-type: none"> <li>● Considerable work experience in a similar role covering a broad range of support tasks and procedures including working in a data sensitive environment</li> <li>● Knowledge of recent educational legislation and policy and the capacity to develop a more detailed understanding of relevant Legislation to this role.</li> <li>● Experience of working with databases and the management of information systems accurately.</li> <li>● Considerable experience and skills in using Microsoft software (e.g. Excel, Access, Powerpoint and Word)</li> <li>● Understands the diverse functions of a large complex public sector organisation and the relevant professional issues.</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of administration in the Public and Voluntary Sectors.</li> <li>● Experience of using GIS Systems and data handling programmes.</li> <li>● Experience of analysing data and producing appropriate reports.</li> <li>● Experience of Council's EMS system.</li> </ul>	
<b>Skills and competencies</b>		
<ul style="list-style-type: none"> <li>● A proven ability to communicate clearly and effectively over the telephone, and in writing with colleagues and wider partners.</li> <li>● The ability to exercise judgement on documentation received, especially in relation to confidential information and take action or refer to relevant officer as appropriate.</li> <li>● An understanding of the role and responsibilities of the Council as a public body in making decisions on resources and the effective use of public funds.</li> <li>● A proven ability to operate independently in setting timescales and prioritising workloads.</li> <li>● A proven ability to work under pressure and maintain a high level of attention to detail with the ability to work to deadlines</li> <li>● An ability to show initiative and to work as part of a team.</li> <li>● Experience in the use of computer systems and the ability to keep accurate computerised and written records, reports of action taken and the ability to adapt to changes in software and changing processes.</li> <li>● Able to quickly and accurately manipulate numerical data using all arithmetic functions.</li> <li>● Ability to follow instructions and procedures, organise self and work without constant supervision.</li> <li>● The motivation to provide a service that will impact pupils and their families and other professionals and be customer-focused at all times.</li> <li>● The enthusiasm to provide an effective and efficient service.</li> </ul>		

- The ability to work well with colleagues in the Team and other agencies and directorates. This includes a willingness to assist other team members to address peak workloads where necessary

<ul style="list-style-type: none"> <li>• Ability to form appropriate relationships quickly, having a stable, even temperament and helpful manner.</li> <li>• A flexible attitude to accommodate workload peaks and maintain service provision and ability to empathise with customers and identify their needs.</li> <li>• Knowledge of a broad range of work-related tasks and procedures together with the operation of associated tools and equipment.</li> </ul>	
<b>Physical, mental and emotional demands</b>	
<ul style="list-style-type: none"> <li>• Usually works in a seated position. Some standing, walking, stretching or lifting.</li> <li>• Continuous and prolonged periods of concentrated mental attention with frequent pressure from deadlines, interruptions and conflicting demands.</li> <li>• Occasional contact with the parents or schools via telephone may result in some emotional demands.</li> </ul>	
<b>Other</b>	