

Education Brokerage Officer Grade 7

Our Vision

An innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

Our Outcomes

We want everyone in Staffordshire to:

- Have access to more good jobs and share the benefit of economic growth
- Live in thriving and sustainable communities
- Be healthier and more independent for longer

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- Ambitious – We are ambitious for our communities and the people of Staffordshire
- Courageous – We recognise our challenges and are prepared to make courageous decisions
- Empowering – We empower and support our people by giving them the opportunity to do their jobs well.

About the Service

GP 22.03.2024
70000769/G07/CAS

The Children and Families Directorate are committed to developing a system and a way of working that will enable Staffordshire's children to thrive within their own families and communities by addressing the root causes of difficulties for the whole family at the earliest point.

Staffordshire's Children's Service aims to:

- a. Maximise the achievement of better outcomes for families in Staffordshire using all available resources, effectively and efficiently.
- b. Support safer, healthier, thriving children whose needs are met within their families and communities where it is safe to do so, reducing the need for higher cost, complex interventions.
- c. Provide high quality statutory Children's Service (Staffordshire County Council's children's services are currently rated as "Good" by Ofsted) that only works with those children and families who require this specialist level of intervention.

Our commissioning is focused upon reducing demand. We recognise that our commissioning must be evidenced based and future focused. Whilst the service within the cusp of statutory care is dealing with the issues that are presenting today we expect to commission services, relationships and practice smartly to prevent those issues presenting in the future.

About the Role

The Education Commissioning Team has a focus on ensuring children and young people are able to access suitable education to meet their needs and given the opportunity to achieve their potential.

The post will focus on ensuring those children who are unable to attend a school placement can access suitable alternative provision to meet their needs.

The role involves liaising with a range of practitioners and professionals to source and put in place alternative provision packages which meet individual needs.

Reporting Relationships

Responsible to: Commissioning Officer

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Responsible for: n/a

Key Accountabilities:

1. Identify and secure alternative provision through the dynamic purchasing system or appropriate procurement procedures to meet the needs of children and young peoples who require this.
2. Understanding the differing special educational and inclusion needs of children and young people in relation to education opportunities.
3. Train keyworkers and partners on the process for accessing alternative provision, quality assurance of referrals for alternative provision to ensure they meet agreed quality standards, where appropriate liaising directly with keyworkers to review and provide advice.
4. Acting as a point of contact, liaise with alternative providers to share and discuss children and young people needs, negotiate suitable alternative provision packages and secure alternative provision in line with regulations and legislation.
5. Independently problem solve operational issues and come up with innovative solutions to ensure children and young people can access education in a timely manner and in line with policies, procedures and legislation.
6. Negotiate and agree appropriate and realistic outcomes with a focus on reintegration back into education.
7. Liaise with the administration team to ensure contracts are put in place prior to alternative provision commencing and adhere to the Council's scheme of delegation and governance processes for acquiring funding approval for alternative provision.
8. Maintain, in a timely way, appropriate professional records of all key discussions, findings, provider assessments, decisions, in line with policies and procedures. Attend weekly Alternative Provision Panel to provide updates where appropriate on children and young people accessing alternative provision.
9. Promote the Alternative Provision Dynamic Purchasing System/framework to new providers to increase the number of providers available for commissioning.
10. Proactively contribute into a continuous improvement approach in relation to capacity issues, process efficiency, review and effectiveness.

This post is designated as a casual car user.

Professional Accountabilities:

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The post holder is required to contribute to the achievement of the Council objectives through:

Financial Management

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

People Management

Engaging with People Management policies and processes

Equalities

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change

Delivering energy conservation practices in line with the Council's climate change strategy.

Health and Safety

Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.

Safeguarding

Commitment to safeguarding and promoting the welfare of vulnerable groups.






The content of this Job Description and Person Specification will be reviewed on a regular basis.





Person Specification

A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

Minimum Criteria for Disability Confident Scheme *	Criteria	Measured by
	Qualifications/Professional membership <ul style="list-style-type: none"> GCSE in Mathematics and English, or equivalent qualification NVQ3 or equivalent qualification or the relevant work experience 	
   	Knowledge and Experience <ul style="list-style-type: none"> An understanding of the legislative and policy context of services for Children and Families/Education Services and understanding the importance and ability to comply with policy and procedure An understanding of the differing needs of children and young people and the education / support options that can meet their needs Working or relevant knowledge of education and/commissioning and the responsibilities on the Local Authority Experience of managing a caseload and recording accurate records Experience of liaising with, training, providing advice and negotiating with a wide range of practitioners, providers and partners Knowledge of the requirements and importance of Data Security, including the latest legislation and guidance and experience of dealing with and handling confidential and sensitive information 	

	<ul style="list-style-type: none"> • Experience of working under pressure, managing competing demands and prioritising tasks to meet strict timescales • Understanding the principles of a quality assurance • Experience of promoting/raising awareness with partners • Focus on delivering outcomes 	
   	<p>Skills</p> <ul style="list-style-type: none"> • Effective interpersonal skills and the ability to work effectively in partnership with broad range of internal and external practitioners, providers and partners • Ability to comply within County Council policy, procedure and process • Ability to understand the needs of children and young people • Ability to problem solve and work collaboratively to find new solutions to meet children and young peoples needs • Able to support keyworkers and providers when seeking and facilitating alternative provision • Negotiation skills when establishing alternative provision • Ability to manage challenging and complex conversations, be resourceful and resilient, especially when operating in a changing environment taking into account the sensitivity of discussions • Ability to recognise escalation points • Ability to identify opportunities for improvement • Able to use own initiative, prioritise, and demonstrate effective organisational skills and ability manage own workload 	

	<ul style="list-style-type: none"> • Ability to be flexible in workload, training, supporting and advising partners using transferable skills to meet demand • Ability to remain calm under pressure especially when there are peaks in demand and to work at pace when required • Ability to record accurately, good IT skills and the ability to use a range of systems and software 	
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If a disabled person meets the criteria indicated by the Disability Confidence scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, braille, another language on cassette or disc, please ask us by contacting
Talent & Resourcing Team 01785 278300