



JOB DESCRIPTION

POST TITLE: SEND FUNDING COMPLIANCE OFFICER
POST NUMBER: WREQ3115
GRADE: MANAGEMENT SPINE K-G

JOB PURPOSE

We are looking for a hardworking individual to join our inclusive college. This role will be based within the provision for people with Special Education Needs and/or Disabilities (SEND) and barriers to learners. The college supports over 1300 learners across all areas of the college, on Foundation Level programmes to degree level courses.

As the SEND Funding Compliance Officer, you will be required to work as part of a team to assist in the implementation of the SEND reforms and coordinate the Education, Health and Care Plan process for learners with SEND. You will be required to follow a range of funding and compliance processes and systems in order to ensure the college meets its audit requirements, maximising funding streams and meets its statutory duties.

This role will also include the administration of the Exam Access Arrangements and support key projects and initiatives in SEND.

KEY TASKS/DUTIES

As post-holder, you will be responsible to the Catalyst Director for SEND Funding and Systems Development and will work closely with a number of key SEND managers within the college for the following:

- Work with all commissioning Local Authorities to ensure compliance to the SEND reform policies and associated requirements;
- Closely monitor the various SEND processes, funding streams and methodologies including the Tuition Fund, ALS funding, Earnings Adjustments Statement, Personalised Programmes of Study and Adult income;
- Co-ordinate the EHCP process from application, approval and administering the annual review process, liaising closely with staff responsible for completion and ensuring an efficient system of access and tracking;

JOB DESCRIPTION

- Administer the Exam Access Arrangement referral and assessment process. This may also include providing guidance to staff and working closely with the exam's teams;
- Provide comprehensive clerical and administrative support to the SEND specialist support teams across the Faculty of Inclusive Practice;
- Implement efficient High Needs administrative processes and regularly review these ensuring all funding is maximised, meets allocations and is compliant with all funding guidance;
- Work closely with business support area of the college and across the curriculum faculties to obtain and provide information efficiently;
- Close liaison with partners and external organisations, developing, maintaining and reviewing effective systems of communication, information and record keeping;
- Co-ordinate the various administrative systems to ensure funding compliance and accuracy in line with internal and external audits;
- Administer the funding reports and returns, working closely with both curriculum and business support staff to ensure key deadlines and KPI's are achieved;
- Input data onto spreadsheets or databases paying attention to detail and ensuring high quality;
- Work efficiently under own initiative and to undertake new projects assigned by the line manager;
- To keep up-to-date with current SEND legislation and funding requirements, adapting to the associated changes;
- Performing such other duties as and when required, commensurate with the grade of the post

GENERIC DUTIES

- Complying with all Weston College policies and procedures
- Engaging in continuous professional development
- To assist with marketing events internally and externally to the college and to support at collegiate events, including open evenings and welcome days. This will include some weekday evenings.
- Ensuring College administrative procedures are carried out.
- Providing servicing to other College groups as and when requested.

JOB DESCRIPTION

- Ensuring College policies and procedures are adhered to.
- Providing reports, data and other information as required.
- Representation on internal and external committees etc. as and when required.
- To keep and maintain specified learner records;
- To assist with administration, enrolment, pre-enrolment counselling and identification of customer requirements;
- To meet the requirements of the Health & Safety at Work Act 1974 and the College's Health & Safety Procedures

HEALTH AND SAFETY

All staff have a duty to maintain the safe and clean conditions of their workplace area and to co-operate with Weston College on matters of Health and Safety. Staff are required to refer to Weston College Health and Safety Policies in respect to their specific duties and responsibilities.

STAFF DEVELOPMENT

All staff are required to participate fully in Weston College's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

CONDITIONS OF SERVICE

The College standard Contract of Service for Management Spine staff applies.

SALARY

Management Spine Scale, Points K-G: £23,352.00 - £27,504 per annum.

HOURS

Hours of attendance: Full-time, 37 hours per week.

Annual Leave:

318.5 hours per annum, inclusive of statutory bank holidays and company closures.

The College reserves the right to direct up to 5 days of your annual year entitlement for efficiency purposes.

Weston College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Five GCSEs at grade C/4 or above (or equivalent) including English Language and Mathematics. <i>All applicants must be able to provide evidence of a level 2 qualification in Mathematics and English Language or be willing to undertake the qualification whilst in post.</i>	✓	
Minimum of a level 3 qualification in a Business Administration related area.	✓	
A Degree, or professional qualification which is appropriate to the role or be prepared to start (with the assistance of the College) this level of study within the first year of service.		✓
Excellent IT skills using the MS Office package, particularly in Excel.	✓	
Experience of working within an FE environment and the associated administrative functions and systems.	✓	
Good working knowledge of personalised processes and systems that support SEND Learners	✓	
The ability to work under pressure in a daily fluctuating environment.	✓	
Excellent communication and interpersonal skills.	✓	
An approachable, friendly, and can-do manner.	✓	
Able to multi-task and be extremely organised.	✓	
Ability to work within tight time constraints and maintain a high level of accuracy.	✓	

As a member of Weston College you will be committed to developing your skills in using technology to enhance learning, including use of the virtual learning environment and classroom equipment.