

Role Profile

Part A - Grade & Structure Information

Job Family Code	11CLES	Role Title	SEND Placements Coordinator
Grade	PS11	Reports to (role title)	SEND Operations Service Manager
		Directorate / School	ELL
JE Band	439-518	Service / Department	Education
		Date Role Profile was created	Jun-25

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	<p>To provide strategic and operational leadership for SEND placement activity across the local authority, ensuring that placement decisions for children and young people with EHCPs are lawful, defensible, financially sustainable and aligned to sufficiency and commissioning strategies. The role provides countywide oversight, assurance and intelligence to support effective decision-making, risk management and service improvement.</p> <p>Key Responsibilities</p> <ul style="list-style-type: none"> • Provide countywide oversight and assurance of SEND placement activity, ensuring consistency, quality and compliance with statutory requirements. • Lead and shape SEND consultation processes (pre- and post-statutory deadlines), setting standards, expectations and escalation routes across services and partners. • Maintain an authoritative countywide view of placement demand, capacity and risk, including complex cohorts such as residential placements, post-Tribunal outcomes and children without education. • Analyse and interpret placement and demand data to identify trends, pressures and gaps to inform sufficiency planning, commissioning activity and strategic decision-making. • Work strategically with Commissioning to forecast demand, monitor availability of Specialist Maintained, Centre and NMI provision and support responses to sufficiency risk. • Provide senior partnership leadership with Finance colleagues to ensure robust governance and assurance of placement-related expenditure, identifying and mitigating financial risk. • Ensure placement decisions are lawful, defensible and accurately recorded within case management systems, providing assurance for panels and senior leaders. • Act as a point of escalation alongside Area SEND Managers for complex and high-risk placement cases, working across services and with settings to resolve barriers and secure appropriate provision. • Lead relational and solution-focused engagement with schools and settings, supporting placement sustainability and transitions where required. Act as one of the representatives for the SEND at Headteacher/school leadership meetings. • Produce high-quality reports and intelligence to support senior oversight, statutory compliance, inspection readiness and service improvement. • Make funding decisions in line with decision making model and financial delegation framework.
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Work Context	<p>The role operates within a fast-paced statutory SEND service with significant legal and financial responsibilities. The postholder works closely with schools, SEND teams, Commissioning, Finance, Admissions, and multi-agency partners, requiring high levels of accuracy, diplomacy, and confidence in applying statutory frameworks.</p> <p>The SEN Team administers and is responsible for statutory functions on behalf of the Authority and has significant contact with members of the public and other professionals from within and outside of the County Council, schools and other settings.</p> <p>The SEND Placements Coordinator for SEN will need to have an up-to-date knowledge of current legislation, statutory procedures and processes in order to be able to quickly assimilate information and make informed decisions often under short time constraints.</p> <p>The service manages a complex range of issues and needs and service management is expected to operate in a positive, collegiate and respectful manner to ensure county-wide service effectiveness across County Services and partners.</p>
Line management responsibility if applicable	N/A
Budget responsibility if applicable	Indirectly support delivery of the budget held by the Service Managers, Head of SEND and AD for SEND. Take decisions within the financial framework, decision making protocol and delegated authorities.
Representative Accountabilities Typical accountabilities in roles at this level in this job family	<p>Planning & Organising</p> <ul style="list-style-type: none"> • Direct, manage and monitor the operation of an efficient and effective service ensuring the work of the team supports service objectives and that necessary resources are secured. • Lead major projects and reviews within a defined area of work to optimise and enhance service delivery. <p>Policy & Compliance</p> <ul style="list-style-type: none"> • Ensure legal, regulatory and policy compliance of relevant schemes/ initiatives. • Contribute to and where appropriate lead the development of practical strategies, works programmes and service improvement in own area of specialism and monitor and control their implementation to manage and mitigate risks. <p>Work with others</p> <ul style="list-style-type: none"> • Directly or matrix manage a diverse group of staff to ensure the successful delivery of a service. • Monitor and support the performance management and development of team members using a coaching approach, to support individual development and ensure that individual contributions are maximised. • Work with managers, service representatives and partners to identify and apply cost effective means of delivering improvements to business processes and strategies. <p>Resources</p> <ul style="list-style-type: none"> • Review the operations of the teams to identify improvements in systems, processes, procedures and working methods, and propose changes to secure greater efficiency and compliance. • Monitor, analyse and manage delegated budgets, funding and resources in accordance with organisation's policies and procedures. <p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> • Analyse, interpret and evaluate relevant data applying judgement and technical expertise to identify risk, support the resolution of issues and support decision making. • Through management and supervision ensure that appropriate record keeping is kept and risks and issues are identified and actions taken.

	<p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety & Welfare: To be responsible for ensuring health & safety policies, procedures and legislation are implemented, communicated and managed including making sure that health and safety responsibilities are fully understood and carried out by employees within their service area.</p> <p>The Core National Standards for Supporting Teaching & Learning: To understand and carry out role in line with agreed standards, expectations & qualifications.</p> <p>Contribute to and influence children's learning and personal development.</p> <p>To have regard to and comply with safeguarding policy and procedures.</p>
<p>Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics</p>	<ul style="list-style-type: none"> • Degree/ HNC or equivalent, or substantial relevant experience in a relevant subject. • May be required legislatively to maintain a professional qualification or competency. • Excellent understanding of subject matter, principles and practices relevant to technical area. • Proven ability to apply project management principles and techniques to a wide range of complex projects or programmes within the service. • Extensive knowledge of principles, practices, and procedures relating to operational planning and financial management. • Competent in a range of IT tools. • Ability to collate, monitor and interpret a range of data. • Proven ability to establish and maintain highly effective working relationships with a range of stakeholders. • Comprehensive knowledge of operational business systems. • Proven written and oral communication with the ability to influence and work in collaboration with others. • Substantial practical or professional experience and understanding of a specialist area or supporting service teams and/or providing support to the public. • Excellent management skills with proven experience motivating, coaching, mentoring and developing staff. • Ability to understand, meet and exceed customer expectations. • Proven problem solving skills with the capacity to devise and implement innovative solutions.
<p>Details of the specific qualifications and/or experience if required for the role in line with the above description</p>	<ul style="list-style-type: none"> • Teaching qualification, degree or relevant qualification or substantial experience in SEN. • Extensive knowledge of SEND legislation including the Children and Families Act 2014 and the SEND Code of Practice (0–25). • Understanding of consultation duties, placement decision-making and legal compliance in SEND. • Knowledge of SEND placement sufficiency and the education landscape across mainstream, specialist and alternative provision. • Proven experience at senior manager level in SEND, education or a Local Authority context. • Experience coordinating SEND placement or consultation processes. • Experience working across schools, Commissioning, Finance and Admissions. • Experience contributing to multi-agency planning or decision-making forums. • Strong analytical skills and ability to manage large amounts of data accurately. • Excellent negotiation, communication and partnership-building skills. • Highly organised, with ability to manage conflicting priorities. • Ability to support consistent practice and contribute to service improvement. • Satisfactory DBS clearance is required. • Role holder must have a willingness and ability to travel around the county to meet the demands of the role.
<p>Role Summary</p>	<p>Roles at this level typically have significant management responsibility either for a large team or coordinating sub functions within a service, and/or will provide professional, specialist or high level technical advice, direction and input across a wide range of activities. They require a conceptual understanding of a professional or specialised field, and job holders require the knowledge and experience to handle and resolve complex issues, anticipate problems and recommend solutions. There will be a requirement to plan and organise own and/or team activity over a significant time scale and coordinate work with associated functions. They will typically be required to influence/motivate others including external stakeholders, and have a primary role in setting service levels. They ensure that their services achieve the agreed financial and service standards, and will have professional autonomy and discretion within operational policies and practice guidance.</p>
<p>Reference Number</p>	<p>BM-2026-165</p>