

Role Profile

Part A - Grade & Structure Information

Job Family Code	11CLES	Role Title	TASSH Evaluation and Placement Stability Coordinator
Grade	PS11	Reports to (role title)	Service Manager, Team Around the School Support Hub
JE Band	PS11	Directorate / School	ELL
Date Role Profile was created	Jul-26	Service / Department	Early Intervention, Prevention and Support (EIPS)
<u>Agile</u>	Information	<u>DBS Requirement</u>	Enhanced with Adults and Children

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	The TASSH Intelligence, Evaluation and Placement Stability Coordinator will lead intelligence, evaluation, impact measurement and continuous improvement across EIPS, commissioned specialist outreach services and the Experts at Hand model. The role will ensure decisions about service development, commissioning and resource allocation are informed by robust evidence, outcome measures and insight from schools, children and young people, families, commissioned services and partners. Working across education, health, social care, school partnerships and providers, the post holder will ensure support is targeted effectively, outcomes are measurable and learning informs improvement across the system. The post holder will coordinate evaluation of commissioned specialist outreach services, including autism, SEMH, communication and language, inclusion and other specialist support, ensuring activity remains responsive to local need and contributes to the Experts at Hand locality model and produce analysis and reports to support operational and strategic decision making The role will promote evidence-informed, relational and multi-agency practice to improve inclusion, strengthen school capacity, support earlier intervention and reduce the risk of placement breakdown. Key Outcomes and Accountabilities
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	Maintain intelligence systems that identify emerging trends, needs, risks and opportunities across the Experts at Hand partnership. Monitor vulnerable groups, inclusion indicators and placement stability measures. Evaluate the reach, effectiveness and impact of preventative and targeted interventions driving continuous improvement and value for money Monitor reach, effectiveness, impact and school feedback from specialist outreach activity to inform commissioning reviews and future service specifications through evidence and intelligence. Contribute to strategic service reviews and improvement programmes and represent the service at contract monitoring, partnership and strategic meetings.
Work Context	The post holder operates across Surrey's Early Intervention and Prevention service area and the wider Additional Needs and Disabilities partnership , linking Experts at Hand locality delivery, commissioned outreach services, school partnerships, intelligence and performance systems, commissioning and strategic planning. The role will evaluate the effectiveness of Experts at Hand and outreach interventions, using learning to shape future delivery, commissioning and resource allocation.
Line management responsibility if applicable	No line management responsibilities but will be required to coach and train others as appropriate
Budget responsibility if applicable	No direct budget management responsibilities but will have indirect responsibility for supporting cost containment through their role

Representative Accountabilities Typical accountabilities in roles at this level in this job family	Planning & Organising • 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. Policy & Compliance • 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. Work with others • 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. Resources • 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. Analysis, Reporting & Documentation • 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. Duties for all Values: To uphold the values and behaviours of the organisation. Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity. 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. The Core National Standards for Supporting Teaching & Learning: To understand and carry out role in line with agreed standards, expectations & qualifications. Contribute to and influence children's learning and personal development. To have regard to and comply with safeguarding policy and procedures.
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Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	• 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.
Details of the specific qualifications and/or experience if required for the role in line with the above description	Experience of education commissioning or contract monitoring. Knowledge of specialist outreach services and inclusion support models. Understanding of current SEND reforms, inclusion policy and education legislation. Experience of Nexus, Tableau, EHM or similar reporting systems Expertise in applying analysis and research skills
Role Summary	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. More specialised roles will require a full understanding of a professional or specialised field and will work with those both inside and outside the organisation, to influence the development of services or delivery of specific projects or organisational objectives. 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 work closely with customers, staff, agencies and/or contractors to ensure that the services meet and exceed expectations. They exercise flexibility and independence for decision making within their particular functional area, working to broad parameters and policy guidance
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