

JOB DESCRIPTION

Job title	Regional SEND Coordinator
Location	The Dare2Dream Foundation
Department	Outreach
Job overview	<p>Our team deliver a wide variety of highly bespoke social and emotional wellbeing, positive behaviour support and alternative education provisions across the Midlands, Oxfordshire and the South of England.</p> <p>The core aim of our work is to enhance both the mental health and life opportunities of vulnerable children and young people.</p> <p>The Person and the role</p> <p>The Regional SEND Coordinators primary role is to ensure the children and young people referred into the service are receiving the most appropriate support available that is child-centered. This pivotal role is responsible for the coordination of services available and communicating with all professionals involved, ensuring all documented plans are adhered to. The post holder will ensure progress is tracked appropriately and a smooth transition occurs for children and young people ending with the service.</p> <p>This role will support the foundation's mission of enhancing the wellbeing and life opportunities of children and young people by providing bespoke, social and emotional support whilst working in partnership with local authorities, schools and like-minded community organisations.</p> <p>This role requires a highly motivated individual with excellent communication skills, working effectively with all relevant stakeholders. This role requires organisation, flexibility and pro-activity always with a child centred approach.</p> <p>This role will champion The Dare2Dream Foundation core values and will actively market the services the foundation provides to the children and young people it supports.</p>
Accountabilities and Main responsibilities of the role	<ul style="list-style-type: none"> • To serve as a liaison between Dare2Dream and all external professionals such as Local Authority SEND teams and also Social Care as well as Health. • Coordinate and arrange the induction programme to all new Practitioners • Monitor and develop training within the team and across the organisation as a whole alongside Senior Leadership • To work closely within the senior leadership team to ensure the process is followed and implemented as appropriate. • Handle referrals assigned to you by the CEO, who will maintain oversight of the process. You will be responsible for managing these referrals from start to finish, including tracking the outcomes for all young people on the caseload. • Attendance at key meetings as required to represent Dare2Dream and provide clear feedback on support.

- Line management of a team of Mental Health and Wellbeing Practitioners including the supervision of caseloads and conducting probations and appraisals.
- Line management of the Senior Lead Practitioner & Lead Practitioner and supervision of staff monitoring.
- Oversee the children and young people's progress and appropriateness of support ensuring decisions are made surrounding support in an effective and timely manner.
- Ensuring compliance with legal frameworks
- To effectively communicate with all partnering organisations
- To line manage staff as agreed and induct individuals as needed into the team
- To ensure performance management is completed and staff are continually supported
- To work alongside the team to develop interventions and plan of interventions
- To work closely alongside the wider staff team to ensure questions and dealt with and oversight is had
- To work closely with external agencies to develop projects and relevant schemes for young people, as required
- To work closely with management to further develop the organisation as a whole and existing ways of working and recording
- To ensure continual monitoring of legal frameworks in relation to the organisation such as Alternative Provision and policies released by the Department for Education and to share relevant information from these.

Safeguarding

- To ensure that policies and procedures are complied with and to contribute to any necessary reviews as required
- To complete regular safeguarding training and update to Designated Safeguarding Training as required.
- To follow reporting procedures to ensure the child's/young person's welfare is always paramount.
- To report Safeguarding concerns as per the policy.

Management and Development

- To ensure compliance with regulatory and Dare2Dream's policies and procedures with particular regard to Child Protection, Equal Opportunities and Health & Safety.
- To ensure the appropriate behaviour and conduct of any volunteers / support staff, their provision of quality care and their development
- To contribute to staff and volunteer recruitment and training activities when required
- To ensure the monitoring of the assessment cycle for all young people and their outcomes
- To ensure the development of all Practitioners and the monitoring of this through Case Supervision and Appraisals.

	<p>Service Management</p> <ul style="list-style-type: none"> • To attend regular meetings with Dare2Dream management and provide regular reports to your line manager, Head Teachers and local authority on the activity of provision • To maintain records in keeping with Dare2Dream’s Quality Assurance Policy • To ensure that all records are kept confidentially • To manage and keep accurate records of Dare2Dream’s delivery and resources at the central venue <p>Organisational and Administrative Skills</p> <ul style="list-style-type: none"> • Exceptional organisational skills to manage multiple priorities and meet deadlines in a fast-paced environment. • Strong administrative abilities, including maintaining records, preparing documents, and coordinating activities. • Proficiency in managing calendars and schedules to ensure optimal time management. • The ability to prioritise tasks effectively, ensuring critical deadlines are met without compromising quality. • A high level of attention to detail, ensuring accuracy across all administrative duties. • Proficiency in relevant software tools to streamline processes and improve efficiency. • Excellent communication skills to collaborate with internal and external stakeholders effectively. <p>General</p> <ul style="list-style-type: none"> • To promote equal opportunities and an open approach in all areas, maintaining appropriate confidentiality at all times • To undertake an annual, formal review of the service delivery model <p>The job description is a general outline of the job duties and responsibilities and may be amended as The Dare2Dream Foundation grows and the role develops. This post will consist of other duties that may well be reasonably required from time to time</p>
<p>Job related Experience, Qualifications and Skills</p>	<p>Essential</p> <ul style="list-style-type: none"> • Extensive experience of working within a similar role • Extensive experience of the Special Educational Needs Code of Practice as well as the Children and Families Act. • Experience of working with Education Health and Care Plans and attendance at meetings such as Child in Need, Annual Reviews and Team around the Family Meetings. • Clear understanding of Local Authority Frameworks in relation to Special Educational Needs • Experience working with children/young people and all surrounding professionals • Qualification in a relevant field (minimum level 3) • Demonstrate suitability to work with children and an understanding of working with children in need, including children in need of emotional and therapeutic support

	<ul style="list-style-type: none"> • Ability to influence and negotiate with other professionals and partner organisations • Excellent interpersonal and communication skills with the ability to confidently build and maintain relationships with all stakeholders • Knowledge of all safeguarding processes • Ability to multi-task and work using own initiative • The ability to maintain an accurate and confidential system of records within GDPR guidelines • A full clean driving licence with the ability to travel across the county and further if required • A strong desire to support and enhance the lives of vulnerable children and young people <p>Desired</p> <ul style="list-style-type: none"> • Level 4 + relevant qualification and above • Line management experience • Knowledge of the income streams of schools and how this is monitored • Previous experience of supporting young people directly either within a school based environment or external too
<p>Additional Information</p>	<ul style="list-style-type: none"> • Permanent role • 37.5 hours per week, Monday to Friday 9am - 5pm, flexibility required • 23 days' holiday plus bank holidays • Stakeholder pension scheme • Thorough induction and ongoing training, committing to continued professional development • Friendly and supportive organisation <p>Use of own car with business use required, some travel expenses reimbursed</p>
<p>Direct reports</p>	<p>Reporting to the Service Manager</p>

For more information, please see www.thedare2dreamfoundation.org.uk

Click to view any of our policies below:

- [Equal Opportunities and Diversity Policy](#)
- [Safeguarding Policy](#)
- [Complaints procedure](#)