



Cumberland Council

Post Specification

Date	May 26
PG Number	9019
Post Title	Strategic SEND and AP Transformation Officer
Job Family	Organisational Support
Job Family Role Profile	OS12ii
Final Grade	12

To be read in conjunction with the job family role profile

Service Area description

Special Educational Needs and Disabilities (SEND) and Alternative Provision Transformation Programme.

Purpose of this post

To support the delivery of Cumberland's SEND & Alternative Provision transformation programme by leading defined workstreams, driving improvement actions, and ensuring robust programme management, engagement and assurance.

The postholder will work across education, health and social care partners to translate strategy into delivery, supporting compliance with statutory duties, Ofsted/CQC improvement priorities and local SEND reform objectives.

Key job specific accountabilities

Transformation Delivery & Programme Support

- Lead the delivery of **specific SEND & AP transformation workstreams** as agreed with the SEND & AP Transformation and Improvement Lead, ensuring actions are delivered on time and to quality.
- Translate strategic priorities into **practical implementation plans**, milestones and deliverables.
- Maintain clear **action logs, risk registers and RAG-rated delivery plans** to support programme assurance and reporting.
- Support preparation of papers, updates and evidence for **governance boards, inspection activity and DfE/NHSE engagement**.

Quality Assurance, Improvement & Evidence

- Coordinate and contribute to the development of **quality assurance frameworks**, audits and practice reviews across SEND and AP services.
- Support improvement activity linked to **EHCP quality, timeliness, consistency and lived experience**.
- Analyse performance data, feedback and case-level intelligence to identify strengths, risks and areas requiring corrective action.
- Support the gathering of **inspection-ready evidence** demonstrating impact, learning and service improvement.

Partnership Working & Engagement

- Work collaboratively with **education settings, health partners, social care, voluntary sector and parent/carers forums** to support co-produced improvement activity.
- Facilitate task-and-finish groups, workshops and engagement sessions linked to transformation priorities.
- Act as a named officer for defined partnership priorities, maintaining strong working relationships and clear communication.

Communication, Reporting & Documentation

- Draft high-quality **briefings, reports, summaries and presentations** for a range of audiences including senior leaders, partners and inspectors.
- Support delivery of **clear, consistent communication** about SEND & AP improvement activity, including progress updates and engagement materials.
- Ensure documentation is accurate, professional, accessible and aligned with statutory guidance and agreed local policy.

Compliance & Statutory Context

- Support the SEND & AP Transformation and Improvement Lead in ensuring improvement activity aligns with:
 - The Children and Families Act 2014
 - SEND Code of Practice (2015)
 - Section 19 Education Act duties
 - Ofsted/CQC SEND framework expectations
- Escalate delivery risks or compliance issues appropriately, with clear options and recommendations.

Please note annual targets will be discussed during the appraisal process

Key facts and figures of the post

Budget Responsibilities

- none

Staff Management Responsibilities

- none

Other

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Essential Criteria - Qualifications, knowledge, experience and expertise

Essential:

- Educated to degree level or equivalent substantial knowledge in the area of SEND
- Experience of working within **SEND, education, local authority or multi-agency partnership environments**.
- Strong programme, project or improvement delivery experience.
- Confidence working with **complex information, performance data and qualitative evidence**.
- Excellent written communication skills, including drafting inspection-ready documentation.
- Ability to build trust and credibility with diverse partners.

Desirable:

- Experience supporting Ofsted/CQC SEND inspections or improvement plans.
- Knowledge of SEND statutory processes (EHCPs, AP, inclusion, Section 19).

- Experience of co-production with children, young people and families.

Competencies & Behaviours

- Improvement-focused and delivery-driven
- Organised, methodical and evidence-led
- Collaborative and partnership-orientated
- Confident working with ambiguity and complexity
- Values-driven with commitment to inclusion and equity

Disclosure and Barring Service – DBS Checks

- This post requires a DBS check.
- The level of check required is:
 - DBS Enhanced - Children & Adults

Job working circumstances

Emotional Demands	<ul style="list-style-type: none"> • Minimal
Physical Demands	<ul style="list-style-type: none"> • Normal
Working Conditions	<ul style="list-style-type: none"> • Normal

Other Factors

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