



Job description			
Job title	SEND Improvement Officers x 2		
Grade	Teachers Main Pay Scale M1-M6 Plus SEND allowance		
Directorate	Children's Services		
Service/team	Inclusion		
Accountable to	Education Improvement Officer SEND		
Responsible for	Not applicable		
JE Reference		Date Reviewed	December 2025

### Purpose of the Job

The SEND Improvement Officers will work collaboratively with the Head of Inclusion, Education Improvement Officer, and wider Inclusion Service to improve outcomes for children and young people with SEND. The postholder will support mainstream schools to implement early identification and intervention strategies and to strengthen inclusive practice following the graduated approach.

The Officer will follow the vision, leadership, and direction of the service as directed by the Senior Improvement Officer, Education Improvement Officer SEND and the Head of Inclusion ensuring the service will meet its aims and core values. This service is line-managed by the Head of Inclusion Knowsley MBC.

### Duties and Responsibilities

1. The Officer will Raise standards of achievement and improve the quality of teaching for pupils with SEND, through systematic monitoring and intervention, support and challenge to schools and settings.
2. Support schools in their delivery of an effective and efficient graduated approach.
3. To enable the Local Authority and its schools to evaluate educational outcomes for pupils with SEND and determine effective and efficient provision.
4. To support multi-agency approaches in working with children with SEND.



5. To be knowledgeable about National Legislation and Strategy and communicate to schools how this may impact on local practice.
6. To support SENCOs in the fulfilment of their role as described in the Code of Practice.
7. To assist in whole school improvement for pupils with SEND, through the analysis of data and monitoring of provision through the SEND Quality Assurance Process.
8. To support schools and teachers in the development and delivery of inclusive quality first approaches that benefit all pupils.
9. To advise staff on curriculum delivery, differentiation, personalised learning and adjustments required to access learning.
10. To provide training and professional development opportunities to practitioners in areas identified for development.
11. To provide written records of involvement with schools as appropriate.
12. To support school staff with the use of appropriate assessment tools to enable the effective tracking and monitoring, and identification of deficits in a pupil's profile.
13. To undertake personal continuing professional development to ensure that they are able to provide a quality service to children and school/settings.
14. Ensure safeguarding practices are followed, including acting on concerns, maintaining professional boundaries, and completing relevant documentation and referrals.
15. Contribute to service development by providing feedback, identifying gaps in provision, and working with leaders to shape inclusive strategy borough-wide.
16. Uphold professional standards, including adhering to council policies on Health and Safety, Data Protection, and Knowsley's "Better Together" staff values: Integrity, Accountability, Communication, and Respect.

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.



## 17. Knowsley Better Together – Staff Qualities



### Health and Safety

- The post holder requires an enhanced DBS certificate
- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals at risk.

### Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use Policy, Data Protection Policy and GDPR.
- Protect the Council's information assets from unauthorised access, disclosure, modification, destruction or interference.
- Report actual or potential security incidents.

### Other Requirements:

- Full driving licence and ability to travel across the borough.