



Job description			
Job title	SEND Placement Assistant		
Grade	Pay Band G		
Directorate	Health & Social Care		
Service/team	Whole Life Commissioning Team		
Accountable to	Commissioning and Contracts Officer		
Responsible for			
JE Reference		Date Reviewed	21 st August 2026

Purpose of the Job

To identify placements/packages of support suitable to meet the needs of children and young people from Knowsley as directed by the Commissioning and Contracts Officer and to monitor contractual compliance across Children's Care and or Education Placements as well as other contracts that are in place commissioned by Children's Services.

To assist in the monitoring and performance of providers in relation to meeting young peoples identified/ assessed needs within the scope of the relevant contractual arrangements.

Duties and Responsibilities

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.

1. Finding and negotiating placements/packages of support for children and making appropriate contractual agreements with providers in liaison with the Procurement Team.
2. To liaise with children's social workers, SEND Team or other referring professionals to ensure that all relevant Information on the child is obtained and keep them informed of the process in identifying the placement/package of support.
3. To assist the Social Workers/ SEND team or other referring professional to match the child's needs to the right placement/package of support/education based on the providers category of approval, registration, and competencies.



4. To assist children's social worker/ SEND team or referring professional in completing the Individual Placement Agreement as an essential contractual element.
5. To analyse available placements/packages of support, review quality data and information from neighbouring authorities and advise on the appropriateness of the placement/package of support in line with the assessed need.
6. Where no existing commissioned service is available, liaise with providers through existing frameworks to find and negotiate placements/packages of support in connection with the purchase of the required package.
7. To liaise with budget-holder as per procedures to ensure placement/package of support is authorised before it is entered into or renewed.
8. To assist the Commissioning and Contracts Officer to undertake the required work when there are complaints, expressions of concern and contractual compliance issues.
9. To participate in the development and maintenance of a knowledge base of Providers both within and external to the Placement Northwest Framework and other Frameworks PPA framework and to meet service standards set by Knowsley Children's Social Care.
10. To contribute to the updating of contracts, service specifications and good practice guides in liaison with Placements Northwest and other Frameworks, Procurement, and commissioning Teams so that they represent the best of commissioning practice and meet the particular needs of users, taking account of religious, ethnic, linguistic and social diversity.
11. To liaise with Placements Northwest and other Framework members in issuing and communicating information on the quality of placements/packages of support including managing the Information Sharing Protocol (ISP).
12. To contribute to the quality monitoring function within Commissioning to ensure placements/packages of support meet the quality standards as set out by Commissioners including carrying out audit visits when required and completing required paperwork.
13. To advise the manager where it is evident that the range of placements/packages of support available to the department does not meet the needs of a particular social/ ethnic group and carry out the agreed actions necessary to remedy the situation.
14. To ensure that information and records on each placement/package of support are monitored in an orderly manner, and to contribute to the acquiring of individual information for financial, placement or other purposes.
15. To make use of management information systems, including information technology, in the recording, retrieval and analysis of information as required for the performance monitoring of the placements/package of support to inform Social Care/SEND performance and future commissioning needs.



16. To maintain contemporaneous notes of visits, interviews, and telephone conversations, to complete appropriate forms and documents, reviews, and correspondence according to Departmental Codes of Practice.
17. To work in accordance with the guidelines set out by local management and to make appropriate use of Children's Social Care and independent services. To provide and maintain high, professional standards at all times.

Supporting effective provider management and service development

- 1) Ensure timely and accurate management of data inputting and updating on all required systems. Support the provision of quality and timely information to enable accurate payments, performance intelligence and analysis and financial reconciliation processes.
- 2) Support the analysis of performance data and production of reports from databases as directed, for commissioning and service reviews.
- 3) Undertake system administration and data quality checks of data held within systems/ databases and in reports to ensure data is accurate as required.
- 4) Play an active role in addressing data quality issues
- 5) Support data migration or system upgrades, as required
- 6) Support corporate, service and user planning, informing what is done and how.
- 7) Play an active role in contributing to commissioning reviews as required and by identifying opportunities for continuous service improvement at all times.

Standard Duties:

1. To actively promote the equalities and diversity agenda in the workplace and in service delivery.
2. To uphold and implement policies and procedures of the Council and Directorate including customer care, data protection, ICT, finance and health and safety policies. To undertake continuous professional development and to be aware of new developments, legislation, initiatives, guidelines, policies, and procedures as appropriate to the role.
3. Undertake any additional duties commensurate with the level of the post.



As part of your role with the Council, you share a collective responsibility to support and champion children and young people who are cared for by the Council and young people who are care experienced. Children and young people tell us that including this in all job descriptions “is good” because they want all Council employees to understand how important it is to “treat children in care and care experienced young people as they would their own”. We ask that you do this with the same commitment, care and ambition that any parent would, regardless of your job role or service area. Children and young people tell us that they want all Council employees to be “genuine”, helping to create a supportive environment, remaining alert to any worries and concerns, and ensuring that safeguarding is promoted and responded to appropriately.

Knowsley Better Together – Staff Qualities



Health and Safety

- 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.



Knowsley Council