

JOB DESCRIPTION



Job Title SEND Officer

Salary £28,785 - £32,878

Directorate:	People	Section/Location:	Time Square
Grade/Salary Range:	G	Work style:	Home-Flex

Key Objectives of the role

- To be an integral part of the Children's Support Service working collaboratively with colleagues across all departments and with partners to contribute towards taking forward the vision, transformation and strategic direction of the Council's Learning and Achievement and SEND Strategies for children and young people 0-25 with Special Educational Needs and Disability (SEND), and those with other additional learning needs, establishing a clear focus on outcomes
- Manage an allocated caseload of children and young people with special educational needs, in relation to the Education, Health and Care planning process, in a timely and compliant way

Designation of post and position within departmental structure

Service Lead SEND and Inclusion
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SEND Officer

Daily and monthly responsibilities

To be responsible for an allocated caseload of children and young people with special educational needs, following the processes and procedures as set out in accordance with the Children and Families Act 2014 and Special Educational Needs and Disability Code of Practice 0-25 years (SEND Code) 2015

- Coordination of requests for EHC needs assessment and processes relating to the determinate of whether an EHC needs assessment is necessary and assessment where the decision is to proceed.
- Coordination of assessment where the decision is to go ahead.
- Drafting, finalising and issuing EHC Plans, coordinating information and reports and overseeing statutory review processes.
- Working collaboratively with a range of professionals including educational psychologists, social workers, health service staff including paediatricians and therapists, college staff and training providers.
- Providing feedback regarding the progress of individual cases, to young people, parents, carers, early years, schools, post-16 and other settings, as well as to other professionals. – Responding to a wide range of daily enquiries at the same time as progressing on-going casework.
- Consulting with early years settings, schools, post-16 providers and other settings regarding the placement of children and young people with EHC Plans, exercising judgement and seeking manager views with regard to parental preferences suitability,

and the efficient use of resources, including potential travel assistance costs for eligible children and young people.

- Ensuring all communication, both verbal, and written, is legally compliant.
- Preparing written summary briefs relating to children and young people for all advisory panels, including the moderating panel, as required, setting out key issues, options for consideration and financial implications, ensuring that information submitted is accurate and complete. – And to attend such panels to present cases as appropriate.
- Writing EHC Plans, taking account of specialist professional reports, and the importance of the connection between the child/young persons' aspirations, outcomes, needs and provision.
- Ensuring review and monitoring of progress is in accordance with statutory guidelines, including review of vulnerable children and young people who may not be in settings or are in specific circumstances as set out in the SEND Code of Practice.
- Prioritising attendance at appropriate review meetings, including Transitional Review meetings to support young people Preparing for Adulthood, as well as those directed by the Team Manager.
- Ensuring that appropriate planning takes place in good time for phase transfers and to liaise with other agencies.
- Identifying cases where the child/young person is not making progress or has met the success criteria within the EHC Plan and make appropriate arrangements as set out in the SEND Code of Practice.
- Reporting any child cases to the Team Manager where there might be risk in relation to safeguarding. All employees working with children, young people and vulnerable adults have a responsibility for safeguarding and promoting their welfare.
- Making effective use of the SEND Database in managing the EHC needs assessment process, ensuring that LA procedures are followed, and all relevant data and information is recorded on the database.
- Ensuring data protection and confidence. The information recorded will be confidential and sensitive and must not be disclosed to unauthorised persons. The database is used for casework scheduling, document storage and long-term educational planning, so accurate and complete data is essential.
- Undertaking such other duties of a similar nature from time to time, as required by the Team Manager.

Scope of role

This is a diverse post which involves knowledge of the EHC statutory framework. The SEN Officer will carry out the Local Authority's statutory duties in relation to Education, Health and Care Planning processes for children and young people with special educational needs.

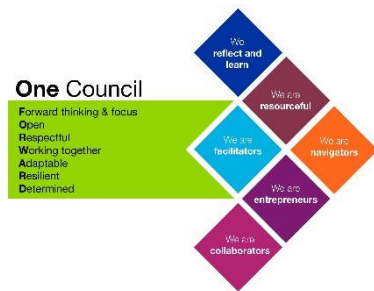
Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Skills and qualifications	<ul style="list-style-type: none"> 5 GCSE Grades A-C, including English, Maths and ICT, or equivalent. 	<ul style="list-style-type: none"> Related Professional Qualification. Further or Higher Education qualification. Child Protection Training.
Competence Summary (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> Knowledge of the statutory framework for assessment, issuing and maintenance of Education, Health and Care Plans. Awareness of issues affecting young people with learning difficulties and disabilities and their families. Ability to communicate effectively and sensitively with parents/carers, schools and other colleagues on the telephone and in writing. Administrative experience. Proven organisational skills and success in meeting deadlines. Accurate record keeping. ICT competence (full MS Office experience, word-processing, spreadsheets, email). Ability to work as part of a team and to assist other staff and management to meet their deadlines and targets. 	<ul style="list-style-type: none"> Knowledge of the 1996 Education Act, Children and Families Act 2014, and associated SEN Code of Practice and Guidance documentation. Knowledge of local provision to meet the needs of pupils with special needs.
Work-related Personal Requirements	<ul style="list-style-type: none"> Ability to work accurately under pressure and within agreed deadlines. Ability to maintain confidentiality and to deal with sensitive issues with tact and discretion. A flexible approach. Capacity to use initiative to solve problems. Ability to represent the department in a professional and confident manner. 	Capacity to represent the department at meetings with parents/carers and others.
Other Work Requirements	<ul style="list-style-type: none"> Commitment to ongoing personal development and training in order to maintain an up to date knowledge of SEN legislation and practice, and to develop skills in ICT and other areas A satisfactory enhanced Disclosure & Barring Service (DBS) check 	

KEY CRITERIA	ESSENTIAL	DESIRABLE
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Role models and demonstrates the Council's values and behaviours



All staff should hold a duty and commitment to observing the Council's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.