

JOB DESCRIPTION

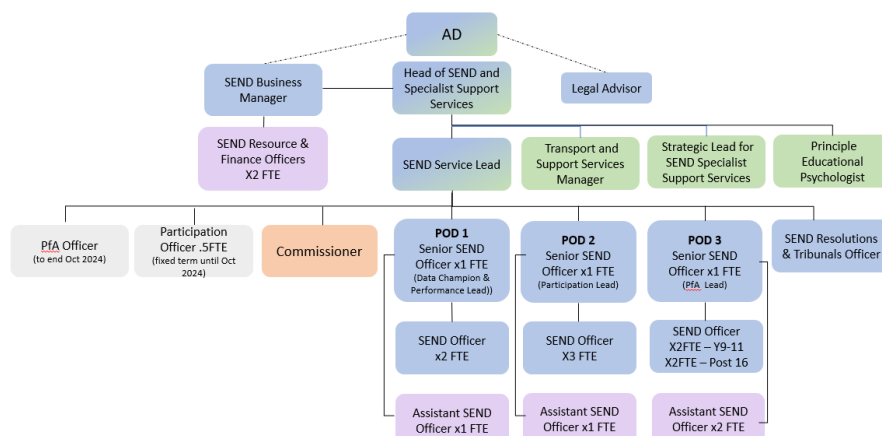
Job Title:	Senior SEND Officer		
Directorate:	People	Salary:	£39,186 - £44,428 FTE Plus £689 London Weighting
Section:	E&L SEND Service	Grade:	BG-F, SCP 31-36
Location:	Time Square	Work Style:	Flexible

Key Objectives of the role

- To be an integral part of SEND Statutory Services, deputising for the SEND Service Lead for SEND as appropriate and as required.
- Representing the SEND Team and individual Pod to ensure compliance with statutory requirements 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.
- Develop quality relationships and work collaboratively with partners across the system including education settings, Health and Social Care colleagues and with parents and children to contribute towards taking forward the vision, transformation and strategic direction of the Council's SEND Strategy.
- Manage an allocated caseload of complex cases so that in relation to the Education, Health and Care planning process, matters are resolved in a timely and compliant way. Additionally, to provide a point of escalation for complex cases as they arise within the team and to take a specific lead for a vulnerable cohort or developmental area.
- To directly manage and supervise a small cohort of SEND Officers and Assistant SEND Officer/s and provide robust induction to new officers to the team and drive forward and champion the use of our case management system, Capita ONE.

Designation of post and position within departmental structure

The postholder will report to the SEND Service Lead.



Daily and monthly responsibilities

1. To provide line management to SEND and Assistant SEND Officers modelling good behaviour, providing coaching, informal and formal supervision and appraisals. Additionally, undertaking performance management when required and to ensure service key performance indicators are achieved highlighting any concerns to the SEND Service Lead.
2. To be responsible for an allocated caseload of complex individual cases, using initiative to solve problems and/or inform Managers when you are aware of potential issues. At all times following the Local Authority (LA) 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. This could include any and all actions associated with new assessments or annual reviews with adherence to statutory deadlines.
3. To take a lead on case allocations, in collaboration with other Senior SEND Officers, and ensure and oversee that all children and young people have appropriate provision and that the service delivers all aspects of the phase transfer process within the statutory time frame.
4. Work collaboratively with a range of professionals including educational psychologists, social workers, health service staff including paediatricians and therapists, college staff and training providers and to encourage and develop across the team positive relationships with schools, parents and other agencies through high quality liaison and communication.
5. Coordination of requests across officers 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.
6. Ensure effective use across the team of the case management system, Capita ONE, so that Local Authority (LA) processes and procedures are followed, and all relevant data and information is recorded on the database. 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.
7. To utilise data reports to oversee and ensure timely activity across all aspects of SEND Statutory Services, identifying non compliance and taking action/s.
8. Ensuring all communication, both verbally, and written, is legally compliant.
9. Writing and quality assuring EHC Plans, taking account of specialist professional reports, and the importance of the connection between the aspirations of a child/young person, their 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.
10. Promote professional standards in the service by delivering regular management guidance sessions, ensuring outcome focussed assessments and that plans are of a high quality and are reflective of the young person's needs.
11. Prepare and oversee written summary briefs relating to children and young people for all advisory panels, setting out key issues, options for consideration and financial implications, ensuring that information submitted is accurate and complete, and to attend such panels (both internal and external decision making groups) to present cases or support other officers as appropriate.

12. Take responsibility and lead the team in consulting with educational settings, parents and other agencies to facilitate the placement of pupils with Education, Health & Care plans in appropriate educational settings and ensure that due diligence is completed. Where there are provider concerns, work with Commissioning and the SEND Service Lead to ensure these are resolved.
13. Proactively manage and nurture positive relationships with schools and providers including visiting poorly performing settings with Commissioning or the SEND Officer as required.
14. Coordinate SEND Officers to prioritise attendance at new assessment co-production and review meetings, acting as Chair when required, including Transitional Review meetings to support young people 'Preparing for Adulthood' to ensure that appropriate planning takes place, as well as other meetings directed by the SEND Service Lead.
15. Prepare chronologies and responses with SEND and other colleagues which may include but is not limited to mediation, tribunal submissions, freedom of information requests, data protection queries, customer feedback, complaints and general enquiries.
16. Identify 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, supporting officers to challenge school responses and writing legally complaint naming letters as appropriate.
17. Take a specific lead for a vulnerable group as outlined by The Special Educational Needs & Disability Code of Practice 2015. Oversee this cohort, research, data collection and partnership working.
18. Report any child cases to the SEND Service Lead 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.
19. Ensuring data protection and confidence. The information recorded will be confidential and sensitive and must not be disclosed to unauthorised persons. Ensure database is used for casework scheduling, document storage and long-term educational planning, so accurate and complete data is essential, utilising validation reports to understand gaps in effective case recording.
20. Deputise for the Strategic Lead as required and undertake such other duties of a similar nature from time to time, as required by your manager.
21. To work with the SEND Tribunals and Resolution Officer to assist in pulling together robust bundles for Tribunals and support around mediation.

Scope of role

This is a diverse post which involves significant knowledge of the EHC statutory framework.

The Senior SEND 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 and must have the ability to adjust to changes in working practice in response to changes in legislation or in local strategies and policies relating to SEN and Disabilities.

To participate in regular operational management meetings as required across Bracknell Forest and partner agencies.

To liaise with professionals across statutory agencies and voluntary agencies where necessary to ensure full participation in the EHC process and to promote and support the smooth transition for children and young people Y9 onwards between educational settings.

Commitment to the Council's Equal Opportunities policy at all times

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times

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	<p>Educated to degree level or equivalent OR evidence of continuous professional development and experience</p> <p>Demonstrable skills in MS WORD, EXCEL, TEAMS, OUTLOOK</p>	<p>Related Professional Qualification</p> <p>Further or Higher Education qualification</p> <p>Child Protection Training</p> <p>Working knowledge of SharePoint and Capita ONE</p>
Competence Summary (Knowledge, abilities, skills, experience)	<p>Understanding of and commitment to the requirements of safeguarding children, young people, vulnerable adults and promoting their welfare</p> <p>Significant knowledge of the statutory framework for assessment, issuing and maintenance of Education, Health and Care Plans</p> <p>Knowledge of the Children and Families Act 2014, the SEN and Disability Code of Practice 0-25 years and its practical implementation</p> <p>Awareness of issues affecting young people with learning difficulties and disabilities and their families</p> <p>Ability to communicate effectively and sensitively with parents/carers, schools and other colleagues on the telephone, face to face and in writing</p> <p>Administrative experience</p> <p>Proven organisational skills and success in meeting deadlines</p> <p>Accurate record keeping</p> <p>Ability to work as part of a team and to assist other staff and management to meet their deadlines and targets</p>	<p>Experience of supervising SEN staff</p> <p>Knowledge of other associated legislation in relation to children and young people</p> <p>Experience of preparing and representing cases at SEND tribunals</p> <p>Knowledge of local provision to meet the needs of pupils with special educational needs</p>
Work-related Personal Requirements	<p>The post holder must hold a full UK driving licence (or valid equivalent) or have the ability to attend the office and travel to schools <i>(Non-UK licences must be converted to UK licences in the first six months of employment)</i></p>	

Ability to work accurately under pressure and within agreed deadlines

Ability to maintain confidentiality and to deal with sensitive issues with tact and discretion

Capacity to use initiative to solve problems

Ability to represent the department in a professional and confident manner

Able to work flexibly and effectively in a busy and demanding environment

Resilient and solution focused when facing challenges and able to manage their own wellness

Effective communicator, who will successfully present complex information, including clear and concise reports to managers and partnership groups

Reacts positively to change

Other Work Requirements

A satisfactory Disclosure and Barring Service check

The ability to converse easily with members of the public and respond effectively to questions in spoken English

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

Role models and demonstrates the Council's values and behaviours

Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities

We make our values real by demonstrating them in how we behave every day

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

