

## JOB DESCRIPTION

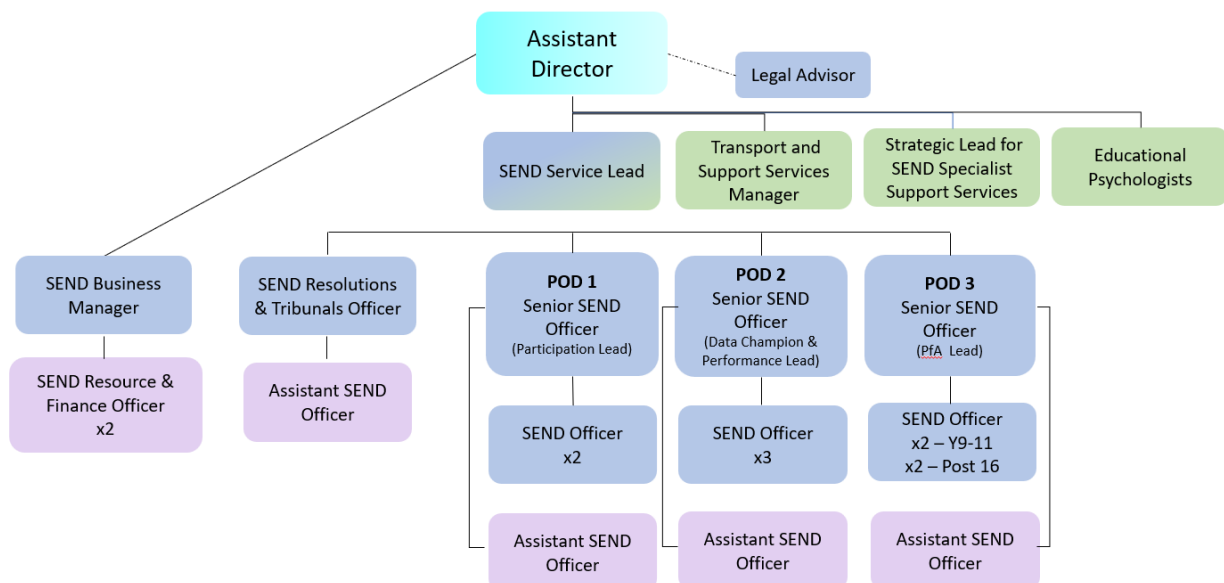
<b>Job Title:</b>	<b>SEND Officer</b>		
<b>Directorate:</b>	<b>People</b>	<b>Salary:</b>	<b>£36,363 - £40,777 per year plus £729 London Weighting</b>
<b>Section:</b>	<b>E&amp;L SEND Service</b>	<b>Grade:</b>	<b>BG-G SP 25-30</b>
<b>Location:</b>	<b>Time Square</b>	<b>Work Style:</b>	<b>Flexible</b>

### Key Objectives of the role

- To be an integral part of the SEND Statutory 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 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

The postholder will report to a Senior SEND Officer.



## Daily and monthly responsibilities

1. 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.
2. Working collaboratively with a range of professionals including educational psychologists, social workers, health service staff including paediatricians and therapists, college staff and training providers, and drafting, finalising, and issuing EHC Plans, coordinating information and reports.
3. Making effective use of the SEND Case Management System (Capita ONE) in managing the processes and procedures at all times, ensuring that LA procedures are followed, and all relevant data and information is recorded on the database.
4. Ensuring all communication, both verbally, and written, is legally compliant.
5. Preparing 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 to present cases as appropriate.
6. To take responsibility for consulting with educational settings, parents, and other agencies to facilitate the placement of pupils with Education, Health & Care plans in appropriate educational settings.
7. To undertake in person visits to schools and educational providers as required to offer support and challenge to ensure best outcomes for all children and young people.
8. To promote listening to children at every opportunity; ensuring their views are heard, recorded, and acted upon in an appropriate and timely manner.
9. 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. Prioritising attendance as required at review meetings, including Transitional Review meetings to support young people Preparing for Adulthood, as well as those directed by the Team Manager.
11. Ensuring that appropriate planning takes place in good time for phase transfers and to liaise with other agencies.
12. Prepare chronologies and responses with SEND managers which may include but is not limited to mediation, tribunal submissions, freedom of information requests, data protection queries, customer feedback, complaints, and general enquiries.
13. 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.
14. 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.
15. 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.
16. Undertaking such other duties of a similar nature from time to time, as required by the Team Manager.

### Specific Responsibilities in relation to Assessments

1. Coordination of requests for EHC needs assessment and processes relating to the determination of whether an EHC needs assessment is necessary and subsequent assessment where the decision is to proceed.

2. 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.

### **Specific Responsibilities in relation to Annual Reviews**

1. To manage and coordinate all aspects of the annual review process in accordance with the Children and Families Act 2014 and associated regulations and statutory guidance, within timescales. This could include attending and or chairing annual reviews in a child centred way so that amended plans are fully compliant and of a high quality. Additionally, to support and challenge settings with regards to approaches to inclusion.
2. Offer advice and support to parents, carers, and young people as well as the wider professional network.

### **Scope of role**

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

At all times:

- Commitment to the Council's Equal Opportunities policy.
- Commitment to working within the bounds of the Data Protection Act and GDPR legislation.

*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
<b>Skills and qualifications</b>	<p>Educated to a minimum GCSE standard (5 GCSE Grades A-C, including English, Maths and ICT), or equivalent</p> <p>Relevant qualification at NVQ Level 3, or equivalent, or qualified by 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>
<b>Competence Summary</b> (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>Knowledge of the statutory framework for assessment, issuing and maintenance of Education, Health, and Care Plans</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>Knowledge of the 1996 Education Act, Children and Families Act 2014, and associated SEN Code of Practice and Guidance documentation.</p> <p>Knowledge of local provision to meet the needs of pupils with special educational needs</p>
<b>Work-related Personal Requirements</b>	<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</p> <p>Non-UK licences must be converted to UK licences in the first six months of employment</p>	<p>Capacity to represent the department at meetings with parents/carers and others</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

A flexible approach

Capacity to use initiative to solve problems

Ability to represent the department in a professional and confident manner

---

**Other Work Requirements**

A satisfactory Basic Disclosure and Barring Service check

The ability to converse easily in spoken English, explain complex or technical information to members of the public and respond effectively to detailed or complex questions for an extended period of time

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.**



EMPLOYER RECOGNITION SCHEME

SILVER AWARD 2024

Proudly supporting those who serve.



workplace  
wellbeing  
CHARTER