SEND Officer

Reports to:	SEND Team Manager		
Department:	Children Young People & Community Development – Education Partnerships and Strategy	**Grade:**	PO1 - PO2
DBS Status:	Enhanced	**Politically restricted:**	No

Job Purpose:

1. To be responsible for drafting of individual, highly professional Education Health and Care Plans (EHCP) within agreed timescales.
2. To ensure that statutory timescales allowed for producing proposed and final EHC Plans are met.
3. To be responsible for amendment of EHC Plans following annual reviews which includes attendance at annual review meetings as required.
4. To develop and maintain close and effective working relationships with parents/carers, young people, headteachers, SENCOs and multi-professional teams.
5. To take lead responsibility for advising parents/carers, schools providers and settings, implementing decisions from the SEND Advisory Panel and Senior Leaders in SEND, managing provider and parental expectations and resolving disputes at the lowest possible level.
6. To prepare evidence for responses to complaints, Pre Action Protocol Letters, Judicial Reviews and the Special Educational Needs and Disability Tribunal Service.

Values

Collaborate proactively.
Lead inclusively.
Embrace change.
Be bold and curious.
Celebrate and share our success.

Job specific roles and responsibilities

1. To Liaise with parents/carers and young people in respect of statutory processes, draft EHC Plans, attend co-production meetings with parents/carers young people and education setting staff.
2. To draft EHC Plans in accordance with key aspects of the professional advice, views of parents/carers and young people, summarising as required by the 0-25 SEN Code of Practice 2015 within statutory timescales.
3. To be responsible for consulting with settings to secure placements in suitable schools, colleges and other educational establishments and facilitate the admission of the children and young people.
4. To monitor the quality of placements and attend annual reviews and phase transfer reviews as necessary ensuring that learner's needs are met and that LB Brent is achieving value for money. To take responsibility for involving the professional network where there is a risk of placement breakdown in an attempt to avoid this. If placement breakdown is unavoidable to take responsibility for securing a suitable alternative placement.

5. To determine the appropriate level of financial support and provision in line with the local authority's banding matrix for each EHCP produced.
6. To attend the Complex case discussion group to appraise the group of SEND issues and issues arising from other agency involvement.
7. To prioritise and manage workloads to ensure that all complex case work is completed within the agreed timescales.
8. To advise parents, schools, colleges and settings on SEND processes such as statutory assessment, personal budgets, annual reviews and the process for requesting SEN Travel Assistance.
9. To maintain up to date records of pupils with SEND providing an audit trail of involvement from which statistical information can be produces are required.
10. Ensure that pupil files and all other records are accurate, up to date and are filed and stored securely. Ensure that you make use of the synergy workflows to support an accurate record of timescales and a clean and reliable data set is always available for management reporting.
11. To Ensure that all EHC Plans sent out comply with the 0-25 SEND Code of Practice 2015 and can withstand external scrutiny by the Special Educational Needs and Disability Tribunal Service. (SENDIST)

Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.

Undertake any other duties commensurate with the general level of responsibility of this post.

Grade PO2 (in addition to the above)

12. To prepare and defend comprehensive case statement submissions for the Special Educational Needs and Disability Tribunal, including offering mediation, conflict resolution, liaison with parent/legal representation and the Tribunal over working documents and representing the local authority at tribunal hearings.
13. To prepare evidence as required and deal with complaints, concerns and legal challenges within your area of expertise and working to the SEND Deputy Manager.
14. Organise and attend meetings with other professionals concerning children with SEND including annual, transition reviews and attendance at child protection conferences and child in need meetings as appropriate.
15. To support the development of new initiatives and SEND developments.
16. To provide support and on the job training for new SEND Case Officers.

Essential Requirements (key skills & qualifications)

Knowledge and Qualifications

1. Educated to a degree level or equivalent and/or demonstrable equivalent relevant SEND experience.
2. Knowledge and experience of the 0-25 SEND Code of Practice 2015 and the relevant legislation (Children and Families Act 2014, Equalities Act 2010)

Salary Grade PO2

1. Educated to a degree level or equivalent and/or demonstrable equivalent relevant SEND experience.

2. Extensive Knowledge, working practice, conflict resolution and experience of the SEND Code of Practice and legislation (Children and Families Act 2014, Equality Act 2010)

3. Knowledge of and ability to comply with Data Protection Act, information sharing and confidentiality protocols.

4. Demonstrate an understanding of the barriers facing Children and Young People with SEND and the needs and requirements of Children and Young People with SEND, whilst understanding provision and resource implications in light of SEND Reforms 2014.

Experience

1. Experience of working with children and young people with SEND and their families and an understanding of the requirement of working with young people with SEND and schools, settings, agencies, families and carers in a professional capacity.
2. A high level of experience of complex SEND matters, administrative processes including the ability to us IT systems and databases as and when required.
3. Experience of working in a multiprofessional environment and co-ordinating with other disciplines and agencies.
4. Demonstrable success in a role requiring highly developed customer service skills.
5. Experience of collaborative working within a team to deliver service objectives.

Skills and Abilities

1. Excellent communication skills in writing and orally.
2. Excellent negotiation and conciliation skills with the ability to establish mutual trust to achieve outcomes.
3. Demonstrable ability to respond to challenging and emotionally charged situations with tact and sensitivity.
4. Ability to travel around the borough and further when service demands require to represent the local authority at events, reviews and other professional discussions.
5. Ability to make decisions under tight time pressures within legal and financial constraints to ensure successful outcomes.
6. Ability to work as a member of a team, sharing workloads with others, taking responsibility to maintain whole service priorities.
7. Ability to work flexible and manage a caseload, prioritise and meet statutory deadlines.

Within reason these key deliverables may evolve to meet service need and it is expected that the postholder will be flexible and adaptable in their delivery to meet both service and council wide needs