

**Job Description**

**Job Title: SEND Team Officer**

**Salary Grade: Grade 5**

**SCP:**

**Job Family: Learning & Development**

**Job Profile: LD7**

**Directorate: Education Services**

**Work Environment: SEND Team Office**

**Reports to: SEND Team Manager**

**Number of Reports:**

Your normal place of work will be at The Stanfield Centre, but you may be required to work from home, or at any Company recognised workplace.

This position requires an Enhanced Disclosure and Barring Service (DBS) Check.

**Purpose:**

* To support SEND Casework Officers to process and review recommendations from annual reviews for children and young people with an EHCP.
* To support the SEND team with administrative tasks required to facilitate delivery of statutory EHCP processes.
* To facilitate the seamless process between the SEND team service area and business administration processes.
* To improve links with external agencies, including educational settings, professional specialist services, health and social care, to support a more integrated and better informed approach to the EHCP process.
* Support SEND Casework Officers to process and review recommendations from annual reviews for pupils with an EHCP.

**Key Responsibilities:**

* To follow systems and processes enabling full use of Capita ONE, including work-flow, thus eliminating the need for information to be held on various spreadsheets.
* To facilitate the seamless process between the SEND team service area and business administration processes.
* To support the SEND team with administrative tasks required to facilitate delivery of statutory EHCP processes such as redacting information prior to school consultation, sharing information securely with partners, gathering information required for multi-agency meetings, setting up and inviting partners to meetings and typing minutes of meetings.
* Support SEND Casework Officers to process and review recommendations from annual reviews for pupils with an EHCP in the primary, secondary and special school sector, to ensure timely issuing of outcomes to annual reviews, ensuring that any related changes of placement, funding or transport are communicated to the appropriate services by the SEND Casework Officers.
* To improve links with external agencies, including professional specialist services, health and social care, to support a more integrated and better informed approach to the EHCP process.
* To chase and gather accurate information from appropriate agencies to ensure accurate information is obtained for initial referrals and EHCP initiated assessments.
* To chase and gather accurate information from appropriate agencies to allow data and analysis to be produced to plan for future provision improvements.
* To contribute to meeting statutory requirements, by increasing the number of assessments completed within each stage of the 20 week timeframe.
* To develop systems to include post-school provision up to 25 years old.
* To collate information from health, regarding early identification of young children with complex needs.
* To collate information of services to identify which are or are not meeting statutory requirements, i.e. receipt of advice within 6 weeks; attendance at reviews; and liaise with business managers from other services on a termly basis, e.g. Mediation service.
* Follow review of standard letter processes to ensure these meet the criteria.
* To audit information termly relating to placement statistics in all specialist schools, resourced provisions and other provisions i.e. non-maintained independent schools.
* Work with the assessment officer to monitor timescales weekly, relating to: outstanding advice (at the 6 week stage); outstanding advice (once assessment is initiated); drafts due to resources panel; drafts due to be issued, and final EHCP issue dates.
* To attend SEN Panel – chase missing documentation prior to panel; take minutes, capturing panel’s views and decisions; process initiations to business administration; draft and share decline letters for approval by Senior SEND Officer and SEND Team Manager.
* To track, record and monitor young people with EHCPs moving into and out of area – undertake telephone, email and written correspondence positively, and liaise with relevant agencies and other LAs as necessary.
* To coordinate administration of appeals to tribunal; record key dates in Senior SEND Officer and SEND Team Manager’s diaries; coordinate meeting dates and venues, and inform all agencies involved; assist Senior SEND Officer and SEND Team Manager by chasing responses from agencies to meet solicitor witness statement deadlines.
* To deal with queries in relation to; panel decisions; the receipt of advice; and progress within the EHCP process, from parents, settings and other professionals.
* To carry out and prepare parental survey data.
* To respond to freedom of information request collation regarding information already held.
* To carry out the above within required timescales, providing written information as required.
* To prepare information for Freedom of Information Requests

**Statutory requirements:**

In line with the Together for Children’s Statutory Requirements, all employees should:

Comply with the principles and requirements of the General Data Protection Regulation (GDPR) in relation to the management of Together for Children Sunderland’s records and information and respect the privacy of personal information held by Together for Children Sunderland.

Comply with the principles and requirements of the Freedom in Information Act 2000;

Comply with the Together for Children Sunderland’s information security standards, and requirements for the management and handling of information;

Undertake the duties of the post in accordance with the Company’s Equal Opportunities Policy, Health and Safety Policy and legislative requirements and all other Company policies.

**Author**: Linda Burgess

**Date**: 27/07/2020

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| **Essential Requirements**  |
| **Qualifications:*** Good general level of education (GCSE C or above) with a high standard of literacy skills.
 | Application Form Interview |
| **Experience of :*** Working in a public service with some knowledge of SEND.
* Working in a customer facing role.
* Demonstrable of working in direct service delivery.
* Experience of working in multi-disciplinary partnerships/network.
* Working to strict deadlines.
 | Application Form Interview |
| **Knowledge and understanding of:*** Knowledge of full range of Microsoft Office package
* Ability to record meeting minutes/notes/ generate emails based on discussions.
* Working knowledge of the SEND Code of Practice and the Children and Families Act
 | Application Form Interview |
| **Ability to:*** Share information, obtain information and have dialogue with others either in person or over the telephone
* Share information and obtain information from others through written communication, in a variety of formats to a variety of audiences
* Listen effectively to assess requirements to respond appropriately and efficiently
* Use a PC to prepare documents, record information and to input and analyse data.
* Work effectively within a busy team environment, be helpful and co-operative with others
* Establish excellent relationships with customers and partners.
* Manage workload priorities to meet timescales.
 | Application form Interview  |
| Commitment to Equal opportunities  | Interview |

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