

**Job Description**

**Job Title: SEND Team Data and Placement officer**

**Salary Grade: Grade 5**

**SCP: 17-22**

**Job Family: Learning & Development**

**Job Profile: LD7**

**Directorate: Education Services**

**Work Environment: SEND Team Office / Agile**

**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:**

**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 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.
* Sharing EHCP funding with finance and dealing with any queries
* To chase and gather accurate information from appropriate agencies to allow data and analysis to be produced to plan for future provision improvements.
* To raise purchase orders and process payment of invoices in a timely manner and deal with any subsequent queries.
* 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 audit information termly relating to placement statistics in all specialist schools, resourced provisions and other provisions i.e. non-maintained independent schools.
* Coordination of requests to commissioning team for NE12 framework, redacting EHCPs, updating tracking records and sharing responses and IPAs.
* To prepare EHCP audit files to support Multi-Agency quality audits redacting EHCPs and advices and uploading to Teams area
* Support the development of file storage systems within Teams
* Monitor inbox and receive and track referrals from Specialist Service Teams
* To prepare and attend SEN Resource Panel; take minutes, capturing panel’s views and decisions; calculate costings for top ups and bandings, share decisions with caseworkers
* To provide cover for Assessment Coordinator as required in terms of providing support to SEN panel as required
* To provide support to update Local offer site as required in conjunction with Team Officer
* To process High Needs Funding Applications (HNFs) for Post-16 funding
* Working with SEND Team Officer (Annual Reviews) to support Annual Review workload as required, including preparing information for schools about upcoming reviews
* To respond to freedom of information request collation regarding information already held.

**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**: Pamela Robertson

**Date**: June 2021



**Person Specification**

**Job Title: SEND Team officer**

**Role Profile reference: LD7**

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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.
* Good level of numeracy
 | 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 |

**Author:** Pamela Robertson

**Date:** 8th July 2021