

JOB DESCRIPTION

TITLE: SEND Assessment Officer

DEPARTMENT: Inclusion Service

DIVISION: Children, Families & Education

TEAM: SEND Assessment Team

RESPONSIBLE TO: SEND Assessment Team Manager

GRADE: M2 - M3

PURPOSE OF POST:

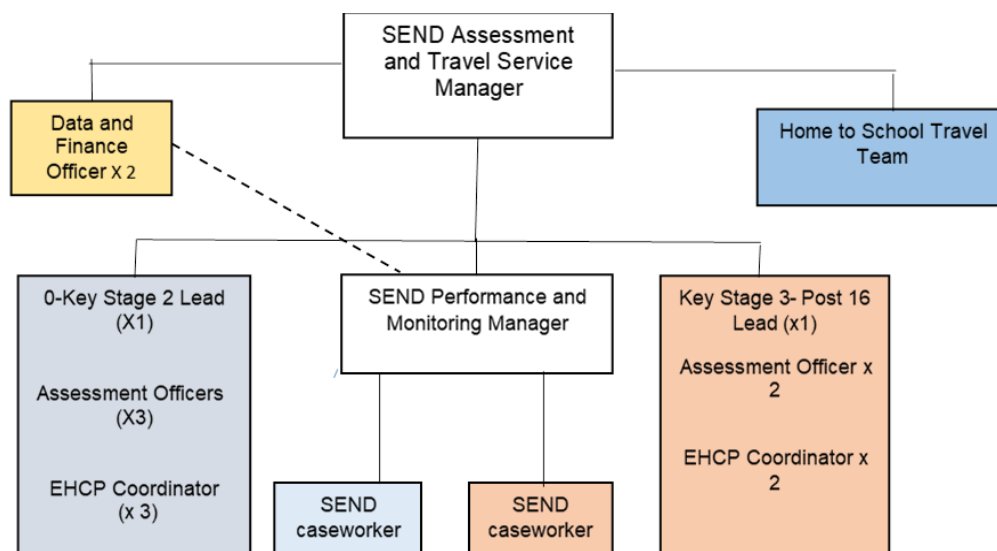
To be responsible for the management of a caseload of Education, Health and Care (EHC) plans by working closely with the allocated SEND EHCP Co-coordinator. Monitoring the arrangement of any special educational provision specified in the plan, in accordance with relevant legislation, the SEN Code of Practice and Luton's SEN Policy.

To represent the Local Authority at SENDIST First-Tier Tribunal hearings including the drafting of the Local Authority response to appeal and statement of case.

To co-ordinate integrated Education, Health and Care needs assessments and write EHC plans in collaboration with parents and professional colleagues. To provide advice, support and challenge to the SEND EHCP Coordinator on complex cases in order to resolve disputes effectively.

Ensure that legislative and policy requirements are met and procedures are administered within statutory timescales prescribed in the Government's Code of Practice and the Council's Performance Indicators.

ORGANISATION CHART: SEND Assessment Team



PRINCIPAL RESPONSIBILITIES:

1. As a named SEND Assessment Officer of the LA, the post holder will develop supportive and constructive relationships with schools, other agencies and parents of children with SEN to influence and achieve creative interagency solutions which meet pupils' needs whilst maintaining the policy of the Council in respect of special educational needs. Direct and liaise closely with the allocated SEND EHCP Coordinators and allocate and attend reviews, case conferences and other meetings as necessary in response to the concerns of service users **25%**
2. Analyse and evaluate educational, medical, social care and psychological advice and other relevant information and reports collected under the Statutory Assessment of a child's special needs. Delegate and write detailed and specific EHC Plans or note-in-lieu) for presentation at the Provision Panel. Maintain and amend EHC plans following annual reviews or on receipt of other relevant information. **25%**
3. Implement the decisions of relevant LA Panels, particularly the Provision Panel in order to ensure that the special educational provision specified in the statement or EHC plan is arranged, including admission to school or other educational settings. Liaise with non-educational agencies to ensure that appropriate non-educational services are provided. Influence schools and other relevant parties to meet the needs of pupils with SEN and make best use of SEN funding. **20%**
4. Advise and assist the SEND Assessment Team Manager to review, develop and implement changes in working practices and policy in order to comply with legislative and legal developments, enable resources to be used more effectively and improve service quality. Contribute to the Council's plans for school improvement and raising the standards of children with SEN. Attend, plan and deliver training to service users. **10%**
5. Provide advice and training to schools, families and professionals regarding statutory processes. **5%**
6. Represent the Authority at the Special Educational Needs Tribunal as required. Assist the Authority to minimise parental appeals by contributing to an effective disagreement resolution service. **5%**
7. In co-operation with the SENDIAS Officer, notify parents of their rights under the Children and Families Act 2014 and other pertinent legislation including the Disability Discrimination Act 2005. Attend meetings with parents and provide information regarding special educational procedures and provision, enabling parents to access a wide range of advice, services and information relevant to SEN. **5%**
8. Represent and chair the SEND Assessment Service at LA panels, including, the multi-agency moderation group, and audit meeting, provide written reports and recommendations for Provision Panel. Provide information and advice to LA services, schools and external agencies on the Code of Practice and SEN legislation and procedures. **5%**

DIMENSIONS:

Supervisory Management: Direction of EHCP Coordinator through planned case supervision

Financial Resources: The actions of the post holder will impact on the relevant SEN budgets

- High Needs Funding
- Out-of-borough Budget
- Recoupment Budget
- No. of Pupils with EHCPs

Physical Resources: Standard office equipment, including telephone and personal computer.

Other: The Assessment Team deals with approximately 700 Statutory EHC needs assessment requests per year.

CONTEXT:

This post is key in the delivery of a service to children with special educational needs and their parents. A genuine commitment to close and supportive working relationships is essential as the SEND Assessment Team deals with frequent emotionally charged situations. This area of work is high profile and must be delivered with objectivity and sensitivity.

There is an expectation that the post holder will liaise with other agencies and departments of the Council.

The broad accountabilities outlined above give an indication of what is expected in the post, however these will be subject to variation as the Children, Families and Education Department develops and in response to the changing legislative and legal framework.

A flexible, innovative approach is therefore an essential requirement of the post holder together with the willingness to respond constructively to a considerable challenge.

It is essential that the post holder is prepared to work flexibly to ensure that timescales are met and the work of the section is undertaken accurately and in a customer responsive manner.

Physical Effort: N/A

Working Environment:

The Local Authority operate within a hybrid working model the post is primarily office based, working 37 hours a week within the hours of 8.30am and 5pm on a flexi-time basis – actual hours agreed with line manager.

The job will involve lengthy periods using a computer, but the post holder will be expected to take the regular recommended breaks when using VDUs

Person Specification: SEND Assessment Officer

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E):- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.

Attributes	Essential	How Measured	Desirable	How Measured
Experience	In depth experience and knowledge of systems of statutory assessment in accordance with the Education Act 1996/ Children and Families Act 2014	1,2	Some experience as a qualified teacher working with pupils with SEN	1,2
	Demonstrable experience of working effectively with other colleagues on an inter-agency basis to ensure an effective response to complex child development issues	1,2		1,2,4
	Demonstrable experience of relevant work in a school or within a local authority, or equivalent			
Skills/Abilities	Able to communicate highly effectively (oral and written) with a wide range of stakeholders and to advise, persuade, influence, empathise and be assertive as appropriate	1,2,5		
	Able to chair multi agency meetings, reviews and case conferences with senior staff and secure positive outcomes which make best use of finite resources	1,2		
	Able to inspire, build and nurture good working relationships with colleagues and across a wide range of outside agencies	1,2		
	Able to resolve conflict and find creative, interagency solutions which meet children and young peoples' needs	1,2		
	Able to manage a complex workload and meet statutory timescales, using ICT skills to support office procedures (e.g. word processing, excel and PowerPoint)	1,2,5		

	Able to make innovative, informed, evidenced recommendations and write accurate detailed EHC plans and case reports, including tribunals, in a grammatical and structured manner based on an analysis of complex information	1,2,5		
Equality Issues	Demonstrable knowledge and understanding of equality issues	1,2		1,2
Specialist Knowledge	Demonstrable knowledge of the main SEN legislation and guidance, particularly the SEN Code of Practice and Children and Families Act 2014	1,2	Some knowledge of other legislation and statutory guidance as it relates to SEN practice e.g. Every Child Matters, Disability and Discrimination Act 2005, Equalities Act 2010 School Admissions and Exclusions Some knowledge of Looked After Children legislation and guidance e.g. Care Matters and Safeguarding Children	1,2
Education and Training	Relevant professional qualification in the education field and/or relevant graduation level qualification or equivalent.	1,2		
Other Requirements	Willingness to work outside normal office hours on a 'needs basis' Ability to travel daily to schools and other sites in the Borough, and occasionally outside Luton	1,2 1,2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (1984 & 1998)