



South Tyneside Council

CHILDREN, ADULTS AND HEALTH

JOB DESCRIPTION

POST TITLE: SEND Officer

GRADE: Band 8

RESPONSIBLE TO: SEND Services Manager

Overall Objectives of the Post:

To act as a SEND Officer for casework and statutory assessments. To facilitate person centred planning meetings for children and young people with Special Educational Needs and disabilities, across the 0 - 25 year old age range. To oversee the assessment, planning and review process for families across schools and a range of service providers, including education, health, social care and voluntary sectors. To determine the appropriate provision to meet the individual's SEND, alongside parents/young people and professionals. To assist with quality assurance of the initial Education, Health and Care (EHC) Plans. To ensure effective and timely delivery of the EHC needs assessment process and EHC plans. To work with children, young people and their parents, ensuring they are involved in the process and kept informed. To champion and challenge support for children and young people in schools who require additional needs plans.

To facilitate the role, you will be assigned the role of Key SEND Officer for a group of mainstream schools, including one or more special schools or units attached to mainstream schools. You will build strong working relationships with your schools and will develop a deeper understanding of each school, its curriculum, its class sizes and its pupils. You will use this knowledge and understanding to support pupil place planning across the borough as part of the central team.

Key Tasks of the Post:

1. *To support children, young people and their parents. You will:*

- Be the main point of contact for young people/parents/carers and co-ordinate the EHC needs assessment and planning process within statutory timescales.
- Work in partnership with parents, children and young people to ensure they are involved and where appropriate kept informed and that they are central to any decisions made about them.
- Ensure the preferred communication method of the child/young person is recognised and the plan adapted if relevant.
- Identify the information that needs to be gathered for the co-ordinated assessment and ensure it is completed within statutory timescales.
- Liaise with the lead Health and Social Care personnel.
- Manage the compilation of all the information received from a range of professionals from education, health and/or social care.
- Plan, facilitate and chair person-centred SEND planning meetings with families, carers and key professionals across education, health, social care. Include, as appropriate, the child/young person and other people/professionals key to the child/young person's EHC Plan.

- Ensure the child/young person and/or their parents/carers are involved in the meetings and development of the EHC Plan.
- Work with professionals to ensure their knowledge, experience, skills and relevant assessments inform the EHC plan.
- Network with a variety of services, agencies and providers to gather information in order to support the family to make well-informed choices, including parent support services.
- Oversee the drafting of the EHC plan using the information gathered as part of the assessment. Quality assure and amend the final EHC Plan.
- Ensure the EHC plan clearly details the child/young person's needs, has clear actions and is outcome focused with realistic timescales.
- Ensure the information is recorded on the appropriate database.
- Draft proposed amendments to Plans following annual reviews.
- Support and help identify appropriate educational placements for children and young people.
- Monitor the plan and make sure the plan continues to meet the identified needs of the child or young person.
- Ensure that the children or young people's welfare remains paramount and adhere to the responsibilities and timelines under the Children and Families Act 2014, SEN Code of Practice (2015), Working Together to Safeguard Children (2010) and the Local Safeguarding Children's Board procedures.

2. To support the Service. You will:

- Work closely with the SEND Services Manager, including maintaining regular communication and updates, reporting issues, meeting deadlines, and feeding back to help inform further development of the process.
- Work within the statutory timescales.
- Contribute to borough-wide pupil place planning through a thorough knowledge of a number of special schools, schools with units and mainstream schools.
- Act as an impartial adviser to the SEND Services Manager in relation to pupil place planning.
- Work within the Council's Safeguarding and Child Protection policies.
- Promote highly effective partnership working.
- Undertake training as required.
- Keep up to date with key milestones in the implementation of the SEND reforms.
- Undertake administrative tasks as required.
- Keep accurate files and records.
- Use appropriate IT systems.

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to obtain an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: AR/CL

Date: 7.09.18