

DARLINGTON BOROUGH COUNCIL
CHILDRENS AND ADULTS SERVICES
JOB DESCRIPTION

<u>POST TITLE :</u>	SEND Officer
<u>PAY BAND :</u>	Band 10
<u>JOB EVALUATION NO.</u>	A331
<u>REPORTING RELATIONSHIP</u>	SEND Team Manager
<u>JOB PURPOSE :</u>	Responsible for managing a caseload of children and young adults who have Special Educational Needs. You will ensure that the Authority's statutory responsibilities are met in relation to SEN.
<u>POST NO.</u>	POS001297
<u>PDR COMPETENCY FRAMEWORK</u>	Level 1, Expected Competencies for all employees

MAIN DUTIES/RESPONSIBILITIES

1. Ensure the Authority's statutory responsibilities for children and young people aged 0-25 with Special Education Needs are discharged as outlined in the Children and Families Bill and any related legislation.
2. Maintain a thorough working knowledge of the legislation and policy requirements surrounding Health and Social Care in relation to SEN, particularly assessment criteria, threshold levels, funding allocations and personal budgets.
3. Be responsible for managing an identified allocation of casework of children and young people, dealing with all queries, monitoring progress, particularly at key transition points.
4. Take a lead role in the moderation and development of One Plans for conversion to EHC plans, including:
 - Ensure all appropriate and relevant professional advice has been sought in a timely manner for inclusion into the development of the Plan.
 - Working closely with parents/carers and young people to ensure their full inclusion in the process, the documentation and the identified outcomes.
 - Amend and finalise draft plans to ensure quality and accuracy in readiness for presentation to panel.
 - Attend panel to present draft EHC plans for approval, providing detailed feedback and support if the plan requires amending or is refused.
5. Identify suitable and appropriate placements, in line with statutory timescales, that will best meet the individual needs in a way that raises achievement, quality and inclusion.
6. Ensure compliance with legislation, procurement and audit requirements in arranging placements for individual children.

7. Maximise the funding available to the LA and Schools in meeting the needs of children and young people, ensuring value for money at all times. Liaise closely with colleagues in Finance regarding cost of provision and placements to ensure sound budget management.
8. Work in an integrated and coordinated manner with other professionals and organisations, including education establishments, health and social care (e.g Family Area Support Teams, Life Stages Team) and the Voluntary and Community Sector (VCS) to ensure the needs of young people are being met through the coordination of relevant support services.
9. Represent the local authority at pupil review meetings in line with the requirements in the Code of Practice. Take the lead at review meetings, as appropriate, using negotiation skills to ensure satisfactory outcomes in meeting the needs of children and young people.
10. Offer support, advice and guidance to educational establishments, parents and young people in relation to meeting statutory obligations for special educational needs. Including:
 - Support education establishments to fulfil their Information, Advice and Guidance obligations through the promotion and continued development of the Local Offer, identifying gaps in provision or services.
 - Support and challenge education establishments to ensure continuous improvement in identifying, assessing and meeting needs, identifying and sharing good practice across the LA.
11. Identify gaps in provision to meet identified need and work closely with the Team Manager to ensure the sufficiency of provision and to forecast levels of demand for future provision requirements.
12. Accurately maintain a range of management information systems including complex databases and spread sheets to record all activity to support service monitoring and quality assurance processes.
13. Provide data, reports and specific information relating to children and young people to the Team Manager and other senior officers as required, including FOI requests, statistical data returns and reports/submissions to external bodies.
14. Provide advice and assess requests in relation to support for transport and specialist equipment, following policy guidance but identifying cases where appropriate support may be required. Ensure awareness of the budget implications during decision making process.
15. To safeguard and promote the welfare of children for whom you have responsibility, or with whom you come into contact, to include adhering to all specified procedures.
16. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.
17. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.
18. Carry out your role in line with the Council's Equality agenda.
19. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
20. Any other duties of a similar nature related to this post that may be required from time-to-time.

21. This post is subject to an enhanced disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment the employee will be subject to rechecking as required from time to time by the Council.
22. Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
23. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.

Date: October 2020

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PERSON SPECIFICATION
CHILDRENS AND ADULTS SERVICES
SEND OFFICER
POST NO. POS001297

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
Qualifications & Education			
1	Further education to degree level or equivalent		D
2	Evidence of continuing professional development		D
3	Relevant professional qualification		D
4	Recognised management or administration qualification		D
Experience & Knowledge			
5	Knowledge of SEN legislation for the identification and assessment of SEN across all ages 0-25.	E	
6	Approx. 3 years' experience of working with children and young people with a wide range of special educational needs	E	
7	Understanding of the principles of equal opportunity and social inclusion.	E	
8	Experience of interpreting legislation, policy or procedures to give recommendations and advice	E	
9	Experience of maintaining a range of management information systems, including complex databases and spreadsheets	E	
10	Ability to work in a multi-agency context and experience of working with a wide range of clients, stakeholders and partners, with varying requirements to negotiate satisfactory outcomes	E	
11	Experience of developing educational provision to meet the specific needs of children and young people.	E	
12	Experience of successful working with professionals from a range of agencies		D
13	Experience of the assessment process for children with SEN		D
14	Ability to raise aspirations in a variety of ways, conversations, sharing examples, gently challenging low expectations.		D
Skills			
15	Ability to communicate both orally and in writing to a wide range of audiences (including ability to write clear and concise reports & presentations)	E	
16	Ability to listen and communicate with young people and their families in a sensitive and supportive manner.	E	
17	Ability to summarise and interpret complex, conceptual and special matters to aide others' understanding and aimed at their needs	E	

18	Ability to present complex information in formats appropriate to non-specialists without compromising meaning	E	
19	Ability to analyse documents and synthesise large amounts of information	E	
20	Ability to use initiative and make decisions outside immediate policy and procedure, and without reference to a manager	E	
21	Ability to anticipate possible implementation difficulties and identify practical ways of overcoming and preventing them	E	
22	IT Literate, capable of using MS Word / Excel and office packages	E	
23	Ability to work under pressure to tight deadlines on a number of different projects	E	
24	Proven organisational skills and the ability to prioritise caseload	E	
25	Ability to effectively manage a caseload and identify, assess and place children with special educational needs	E	
26	Ability to work as part of a team and support colleagues at all times	E	
Personal Attributes			
27	Demonstrate a positive approach to young people and a commitment to providing best value.	E	
28	Influencing and negotiating skills to develop positive professional relationships	E	
29	A child centred approach, a commitment to inclusion and equal opportunity	E	
30	Ability to work as part of a team and independently	E	
31	Adaptability, creativity and the ability to work effectively under pressure and prioritise own workloads to meet deadlines and competing demands	E	
32	Ability to identify and solve problems of a complex nature, taking the views of others into account.	E	
Special Requirements			
33	Capable of independent travel to carry out the requirements of the post	E	
34	Interest in working with children to promote their development and educational needs.	E	
35	Ability to form and maintain appropriate relationships and personal boundaries with children.	E	
36	Suitability to work with children.	E	
37	The ability to communicate at ease with customers and provide advice in accurate spoken English	E	