**JOB DESCRIPTION**

**Children and Joint Commissioning Services Department**

**JOB TITLE:** Special Educational Needs Officer

**DIVISION:** Education - SEND

**GRADE:** Band 11

**RESPONSIBLE TO:** Head of Service SEND

**POST REFERENCE:**  102002

**Purpose of Post**

To ensure that the local authority’s statutory responsibilities in respect of Special Educational Needs and Disability (SEND) are met and implement the changes introduced in the Children and Families Act 2014 in accordance with the Code of Practice.

To ensure the provision of effective and comprehensive services to children with SEND that meet their educational, health, social, emotional and developmental, needs.

To secure the delivery of service to children, young people, their families or carers in a way that:

* is accessible and responsive to needs;
* works in partnership with schools, health, and other statutory and non-statutory agencies;
* utilises multi-disciplinary teams in an integrated and co-ordinated way;
* ensures equal opportunities for the benefit of all children;
* secures efficient, effective and equitable deployment of resources;
* complies with statutory requirements and the policies of the local authority;

To support the Head of Servicein implementing the vision, strategic and core values of the service and broader department and to provide a clear sense of direction, optimism and purpose across the service.

To contribute to the development and implementation of national and local policy objectives through effective and appropriate policy and planning processes.

To contribute constructively to continuous improvement, performance management and best value culture in the interagency context of the Department’s work.

**Key Relationships**

All staff will be expected to promote team working within their particular staff group/service area but also across the Department as a whole, with corporate colleagues, with staff from other agencies and representative groups and working with elected Members as appropriate.

A key member of the SEND service, the post holder will be required to work in an integrated and co-ordinated manner with staff across the Children and Joint Commissioning Services Department, Adult Services, Health, voluntary organisations, parents and carers and schools.

**Main Duties and Responsibilities**

1. To take a key role in ensuring that the Authority’s statutory responsibilities in respect of special educational needs under the 2014 Children and Families Act and any related legislation are discharged, including the preparation and review of Education, Health and Care Plans (EHC Plans).
2. Have operational responsibility for drafting education, health and care plans for signing by the Head of Service SEND. Ensuring that the required deadlines for the completion of plans and reviews are met.
3. Delivering proposed plans of special educational need to parents.
4. Assisting the SEN Manager in the management of the allocation of funding from the Individual Pupils Support Budget for pupils with EHC Plans and are deemed in need of support as in the Code of Practice.
5. Representing the local authority at pupil review meetings and offering advice and guidance to schools and parents in relation to meeting statutory obligations for special educational needs.

1. Attending and facilitating EHC planning and review meetings and other relevant meetings as required, undertaking appropriate administrative and clerical action in respect of preparation for such meetings and actions arising from them.
2. Establishment and maintenance of ICT and clerical systems and procedures for maintaining the SEN database. Maintaining and monitoring statistical information an essential part of monitoring performance.
3. Ensuring that there is compliance with all deadlines, security requirements and working systems and procedures.
4. Assisting in the day to day supervision, direction and control of the work of clerical staff.
5. Attending meetings, liaising and communicating with colleagues in Social Care, other Council Departments, outside agencies and other relevant bodies.
6. Providing assistance as and when required across the full remit of activities of the Children and Joint Commissioning Services Department.
7. Assisting in the preparation of reports and notes, schemes of administration, minutes, estimates and costings, statistical returns and other documentation as required.
8. Attendance at and participation in training and development courses for staff as required, and participation in schemes of assessment, professional development and review.
9. Such other related duties as may reasonably be allocated and required, commensurate with the grading of the post.

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date: November 2020

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**