

Job Description

Post Title: SEND Placement Planning Officer

Evaluation: A5218

Grade: N6

Responsible to: SEND Placement Planning & Transport Service Manager

Responsible for: N/A

Job Purpose: To support the educational placement and planning process for children and young people with SEND. To manage all placement consultations, ensuring accuracy of relevant management information systems. To develop cohesive working processes in collaboration with the SEND Support, Assessment and Review Team and associated panels.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 Plan, manage and coordinate all educational placement consultations for children and young people with an Education, Health and Care Plan.
- 2 Plan, manage and co-ordinate consultations for placement requests agreed at the Additionally Resourced Panels.
- 3 Develop working practices with the EHCP and other panels to share information on capacity in Special Schools and ARPs.
- 4 Deliver training, support and advice to schools to ensure understanding of their legal responsibilities in relation to consultations in line with the SEND Code of Practice.
- 5 Work closely with schools, raising challenge where appropriate in relation to consultation responses.
- 6 Manage and monitor responses and outcomes to consultations.
- 7 Work closely with the Support, Assessment & Review team to meet statutory timescales in the production of EHCPs.
- 8 Communicate appropriately and effectively with families in relation to all aspects of the placements, including transport.
- 9 Be responsible for finalising and issuing EHCPs.
- 10 Contribute to SEND Tribunals regarding placements.
- 11 Develop and implement key processes to enable the effective data capture relating to pupil placements.

- 12 Support the Placement Planning & Transport Service Manager in forecasting short- and longer-term capacity planning in Special Schools and Additional Resourced Provisions (ARPs).
- 13 Update and maintain data collection and reporting in line with Directorate guidelines, ensuring that quality of the information is accurate and current. Create, collate and analyse data reports on a regular and ad-hoc basis.
- 14 Provide support to the overall place planning and forecasting process.
- 15 Contribute to the commissioning process.
- 16 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.