

Job Description

		People Team use only	JE Code: A4548
Job title	SEND Officer		
Grade	9		
Service and team	SEND Support Service		
Directorate	Children, Young people and Learning		
Line manager	Senior SEND Officer		
People management responsibilities	N/A		
Job Purpose			
- To support the management of the day-to-day delivery of SEND operational processes. - To have knowledge of the statutory requirements of the Local Authority and partners in Social Care and Health, to effectively implement the duties of the Children and Families Act 2014. - To chair Education Health and Care network meetings, to ensure effective participation of children, young people, their families and professionals in individual SEN Support Plans and in Education, Health and Care Plans (EHCPs). - To have the ability to manage very varied and complex situations, being able to support the Local Authority in complaints, mediation and tribunals. - To advise settings on the graduated approach and use of delegated funding to meet the needs of children and young people with SEN. - To have accurate knowledge of the range of services/resources to meet the assessed needs. - To consult and liaise with schools/colleges/providers to negotiate and establish appropriate provision for pupils with EHCPs and to co-ordinate the arrangement for the admission of all pupils with EHCPs into their designated setting. - To support and lead elements of strategic development / workforce training which promotes social inclusion and maximise opportunities in childhood and in preparation for adulthood.			
What you'll be doing			

- To advise settings on the graduated approach and use of delegated funding to meet the needs of children and young people with SEN.
- To ensure the timelines are met with respect to the statutory assessment and annual review processes.
- To provide a key contact for parents/carers and key partners with respect to statutory assessment and review processes.
- To ensure that information is accurately recorded to enable effective performance management.
- To work effectively with the commissioning and finance teams to ensure good governance and value for money
- To chair meetings to ensure that EHC plans are co-produced with children young people and parents.
- For each assessment or plan, to ensure full understanding of assessed needs and analysis of those needs.
- To evidence the views of children, young people and parents within the EHC plan.
- To identify which assessed needs can be met by the Local Offer.
- To identify the needs eligible for additional resources i.e. those which require an EHC plan to be produced.
- To articulate educational requirements to meet the needs of children and young people with special educational needs
- To carry out the above within required timelines providing written information as required.
- To have authority to call upon all agencies to provide necessary reports and attendance to ensure statutory requirements are met.
- To provide evidence of highly effective partnership working, ensuring the right people are at the right meetings at the right time.
- To be an effective communicator in presenting complex information in an accessible way.
- To consult and liaise with schools/colleges/providers to negotiate and establish appropriate provision for pupils with EHCPs and to co-ordinate the arrangement for the admission of all pupils with EHCPs into their designated setting.
- To ensure children and young people are safeguarded.
- To introduce a personal budget approach to those who are eligible.
- To work with colleagues to support transitions and a partnership approach at all levels of assessment.
- To ensure the timely annual review of EHC Plans and ensure appropriate amendments to maximise outcomes for children and young people 0-25. To attend statutory reviews where appropriate.
- To consult and liaise with head teachers and other appropriate staff in schools, other professionals from a range of disciplines, internal and external agencies and staff within the directorate to provide relevant advice and guidance.
- To be up to date with services and resources available to meet needs as identified within the local offer.
- To be proactive in ensuring regular communication with groups of stakeholders and users.
- To train others in co-production and role model the skills required to chair EHC network meetings and reviews.
- To be fully up to date with development and research in the field of SEN and Disability.

- To work with others to transform strategic direction into effective action plans, taking responsibility to lead on delegated actions.
- To support the achievement of objectives within the Council Plan, the Children and Young People's Plan and SEND and Inclusion Strategy.
- To ensure that quality assurance indicators and performance indicators are met.
- Achievement of objectives set and reviewed via the Council's Individual Performance and Review system.
- Participation in regular supervision meetings.
- To ensure co-production with families.

You need to have		How we will assess these
Knowledge	Full knowledge of Statutory duties in relation to Education, Health and Care (EHC). Detailed Knowledge of the SEND Code of Practice.	Application and interview
Qualifications, training and professional registrations	Professional qualification in assessment – Social worker, Therapeutic worker, Educationalist	Application, interview and certificates
Skills and experience	Skills & Experience	An ability to communicate with children, young people and adults using language at the right level and the right mode of communication. An ability to bring together advice from different professionals and information from family members into one assessment. An ability to articulate the educational requirements to meet the needs of children and young

		people with special educational needs. An ability to form and maintain positive relationships with colleagues from a range of agencies. Excellent organisational skills including planning, monitoring and reviewing. Developed negotiation skills. Ability to work to tight timeframes within a statutory framework. Effective IT skills. Experience in working with children, young people and adults with SEN and/or disability. Experience of explaining complex information to families. Experience in chairing and facilitating meetings of staff from Education, Health and Care.
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		Experience in person centred implementation / co-production in all areas of work. Experience in resource allocation. Experience in management of a demanding workload. Experience of conflict resolution/mediation
It would be nice if you also have		How we will assess these
Knowledge		
Qualifications, training and professional registrations		
Other information about the job		
Working Conditions	- The post holder will be based at The Langdale Centre, Wallsend and will travel to individual schools and other settings in North Tyneside to deliver support, advice and training as required - Access to ICT	
Working Requirements and Arrangements	37 hours per week	
Physical Requirements		
DBS and Safeguarding Checks required	Enhanced DBS required	
Politically Restricted	This post is not politically restricted under the Local Government and Housing Act 1989.	
Please note: if you use your own vehicle for business, you must have a valid driving licence, MOT, and business use insurance.		

Our Values

Equality, Diversity and Inclusion

We treat our colleagues, residents and service users with dignity and respect, value differences, and challenge discrimination. We build inclusive teams and encourage diverse voices to shape our work.

Corporate Parenting

We all share responsibility for supporting children in our care – acting in their best interests as any parent would. This is known as corporate parenting and covers anyone working for the Local Authority no matter what their job role is. We promote safeguarding and report concerns appropriately.

Climate Change

We are reducing our carbon footprint by using less energy, travelling smarter, and recycling more. We welcome innovation that makes our services more sustainable.