

SEND Officer

Directorate: Children's Services

Pay Level 7 £41,873 - £47,238 fully inclusive of Local Weighting Allowance

Contract Type: Permanent

Working Hours: 37 hours per week

Location: Observatory House/ Slough Hybrid

DBS requirement: Enhanced

****We're reviewing applications on a rolling basis**

Interviews will be held week commencing 7th September 2026

Are you ready to be part of a fast-paced, forward-thinking SEND team that's on a journey of rapid improvement?

At Slough Borough Council, we're transforming the way we deliver services for children and young people with SEND. We're looking for passionate, organised and solution-focused professionals who want to make a genuine difference while working alongside families, education settings and partner agencies to secure the right support for children and young people.

This is an exciting opportunity to join a supportive team where your ideas will be valued, your development will be encouraged, and your work will have a lasting impact on the lives of local families.

Successful candidates will join us as SEND Officers and, depending on service needs, will be assigned to either the Assessment Team or the Annual Review Team. The two teams work closely together to provide a high-quality, person-centred service, with opportunities to support both areas as required.

What you'll be doing:

Join our fast-paced, rapidly improving SEND Service at an exciting time of transformation. We're passionate about improving outcomes for children and young people with Special Educational Needs and Disabilities (SEND), and we're looking for someone who shares that ambition.

As a SEND Assessment Officer, you'll manage a caseload of children and young people aged 0–25, coordinating Education, Health and Care needs assessments, annual reviews and placements in line with statutory requirements. Acting as the lead professional, you'll build positive working relationships with families, education settings and partner agencies, ensuring everyone works together to identify needs, secure appropriate provision and achieve the best possible outcomes. No two days are quite the same.

Strong communication skills, excellent organisation and the ability to navigate a busy and rewarding workload will be key to your success.

Most importantly, you'll be part of a supportive and ambitious team that is committed to continuous improvement, delivering excellent service and making a meaningful difference to the lives of children, young people and their families.

Our Council:

Our vision is to make a difference to our communities and environment. Every employee contributes to services for local people, directly or by supporting colleagues. We celebrate diversity and want residents to enjoy fulfilling, prosperous and healthy lives.

What we offer:

We offer a supportive place to grow your career, where your input is valued and heard. You will join a friendly, collaborative environment where ambition and innovation are encouraged.

We support flexible and hybrid working to help colleagues achieve a positive work-life balance. We welcome applications from all backgrounds, recruit on merit and value a workforce that reflects the communities we serve.

Annual increments, where applicable, are usually payable on 1 April, subject to six months' service and satisfactory performance, until the maximum spinal column point is reached.

Alongside a competitive salary, we provide:

- 26 days' annual leave, rising to 30 days after 2 years and 33 days after 5 years' service.
- The Local Government Pension Scheme
- Wellbeing initiatives and employee networks that help us celebrate and promote equality.
- Tax-free childcare and childcare services
- Season ticket loan to help with rail or bus travel to and from work.

Accessibility and Support:

Please note that we are unable to offer visa sponsorship for this role."

"Applicants must already have the right to work in the UK, as sponsorship is not available for this position. Information shared will be treated confidentially and used only to provide appropriate support throughout recruitment and beyond.

Our staff networks represent diverse colleague groups and help make the Council a place where people feel included and can thrive.

Follow the link [HERE](#) to learn more.

Right to Work and Checks:

Please note that we are unable to offer visa sponsorship for this role."

Applicants must already have the right to work in the UK, as sponsorship is not available for this position

We are committed to safeguarding children, young people and vulnerable adults. Appointments are subject to satisfactory pre-employment checks.

How we recruit at Slough Borough Council

Our 8 Core Skills ★

At Slough Borough Council, we are moving Forward Together. Our core skills reflect what we value and will form part of your interview.

Click here to find out more - [How we recruit | Slough Borough Council](#) 🔍

How to Apply:

Please click on the Apply button below to submit your application.

We look forward to hearing from you!

Join Slough Borough Council and help accelerate our transformation and growth.

The Council reserves the right to close adverts early should we receive a number of suitable applications.

Join Slough Borough Council – Move Forward Together!