

SEND Officer

Job Description

Position Pay Level: 7

Position Pay SCP: 30 to SCP:35

Salary: £41,873 - £47,238 **inclusive of Local Weighting Allowance**

DBS requirement: Enhanced,

Reports to: SEND Team Manager

Responsible for: The SEND Officer is responsible for carrying out the local authority's statutory duties in relation to children and young people aged 0–25 with Special Educational Needs and/or Disabilities (SEND). The postholder will manage a caseload of children and young people throughout the Education, Health and Care (EHC) assessment, planning, review and placement processes, ensuring compliance with the Children and Families Act 2014 and the SEND Code of Practice. There will be related duties in terms of populating the data base with factual and financial information. Contributing to service and local partnership priorities as and when required, for example annual data collection requirements and returns such as SEN2 returns to the DFE.

The role involves working in close partnership with children, young people, parents and carers, educational setting teams, health professionals, and other multi-agency partners to develop, maintain and review high-quality, person-centred Education, Health and Care Plans (EHCPs). The SEND Officer will ensure that identified needs are accurately reflected, appropriate provision is secured, statutory timescales are met, and outcomes are focused on improving educational and life chances.

The postholder will exercise professional judgement in complex and sensitive situations, contribute to decision-making around assessment requests, placements and provision, and support the effective use of resources.

The role requires a strong understanding of SEND legislation, excellent communication skills, and the ability to manage competing priorities in a high-demand statutory service, while promoting inclusive practice and positive relationships with families and professionals. In addition, it is required that candidates understand the role of professionals involved in the statutory processes. Candidates will be required to undertake all aspects of the role though preferences for focus on Assessment, Annual Reviews and post 16 specialisms are welcomed.

Number of reports: 0

Financial Responsibilities: Calculating banding costs, home tuition and teaching costs.

Plan to write for educational, health and social care plans.

Report to Team Manager and responsible for a group of school

Main purpose of Job:

Education, Health and Care Plans (EHCPs)

- Accountable for interpreting professional advice and evidence from education, health and care partners/reports to draft high-quality, legally compliant Education, Health and Care Plans (EHCPs) that clearly set out needs, SMART outcomes, strategies and all required provision to meet identified educational needs.
- Lead the coordination and management of requests for Education, Health and Care needs assessments, reviews, and reassessment, ensuring statutory processes and timescales are met so that children and young people receive the right support, in the right place, at the right time.
- Ensure the accurate identification, assessment and review of the needs of children and young people with SEND in full compliance with the SEND Code of Practice (2015), the Children and Families Act 2014, and all associated legislation and guidance.

Multi-Agency Contribution and Partnership Working

- Ensure all relevant partners and stakeholders actively and effectively contribute to EHC needs assessments, reviews and annual reviews, securing appropriate advice, reports and documentation in accordance with statutory requirements.
- Act as the lead professional for allocated cases, maintaining effective working relationships with parents, carers, young people, educational settings, health professionals and wider partners.
- Liaise with key agencies and partners to improve joint working across education, health and social care, maximising the effective use of available resources to achieve positive outcomes for children and young people with SEND.

Person-Centred Planning and Support focused on the Child and Young Person – wherever they are.

- Lead on the provision of clear, timely and accessible guidance and support to children, young people and their families to enable meaningful participation in the development, review and ongoing delivery of people-focused EHCPs.
- Ensure young people with SEND are fully supported to plan for independent adult life, including preparation for employment, training, further education, and adulthood, across schools, colleges, residential settings and community placements.
- Actively promote access to people-focused employment advice, support and training opportunities for young people with SEND.
- To meet parents, carers, education setting staff members and children and young people in person at their home, Borough Offices or in education setting environments

Provision, Placement and Resource Management

- Identify and agree appropriate programmes of education, learning and support in partnership with providers to promote progress and achievement for children and young people with SEND.
- Facilitate the implementation of agreed learning packages and provision with education and care providers, including influencing decision-making regarding individual funding arrangements.
- Maintain continuous oversight of the suitability and effectiveness of the provision set out in EHCPs and ensure the local authority meets its statutory duty to secure all agreed provision.
- Work closely with the SEND Team Leader to ensure placement decisions are high quality, represent value for money and meet contractual and quality assurance requirements.
- Follow the instructions of the SEND panel and ensure the advice and recommendations are actioned within 48 hours.
- To ensure that all finance aspects are recorded and detailed.

Professional Judgement, Risk and Complex Case Management

- Exercise sound professional judgement, critically evaluating evidence to inform decision-making in complex and sensitive cases, including situations where there are urgent concerns about maintaining a child or young person's placement.
- Manage escalating risks effectively and take prompt action to safeguard educational continuity and outcomes for children and young people with SEND.
- Prioritise requests from leaders to assist in providing high quality information for use at SEND Tribunals, addressing complaints and compiling responses to the Local Government Ombudsman, Solicitors and to internal senior officers and members.

Panels, Appeals and Legal Processes

- Prepare, draft and present reports as required for inclusion panels, mediation, SEND Tribunal appeals and other formal processes, ensuring accuracy, timeliness and compliance with legislative expectations.
- Attend relevant panels, mediation meetings and hearings, representing the local authority professionally and confidently.
- Action and convey panel outcomes within 48 hours.

Customer Experience and Continuous Improvement

- Deliver a professional, responsive and empathetic service to children, young people, parents and carers, modelling excellent customer care and contributing to a positive service culture.
- Support colleagues in developing and sustaining high-quality customer care practices across the SEND service.

- Contribute to the delivery and implementation of the SEND and Alternative Provision Improvement Plan at a local area level, supporting service improvement, compliance and positive outcomes.
- Place communication with our parents and carers and education settings as a priority and golden thread to our commitment to work in a person centred way.

Person Specification:

SEND Officer

Area	Description	Essential/ Desirable	Method: Application (A) Interview (I) Test (T)
Experience	Experience of working with children/young people with disabilities or additional needs	E	A&I
	Experience in an advisory or officer role with responsibility for SEND or coordinating special educational needs provision, or experience of working in an educational setting	E	A&I
	Experience of working with or an understanding of Special Educational Needs and Disabilities processes. Experience of multi-agency working.	E	A&I
Skills and abilities	Ability to analyse and interpret information from a range of sources	E	I
	Developed problem solving skills and the ability to devise creative solutions to complex problems and issues.	E	I
	Excellent organisational skills and the ability to prioritise work and meet strict deadlines with a minimum of supervision	E	I
	Competent ICT skills with the ability to use office-based software packages, to manage assessment, planning and review	E	I

Area	Description	Essential/ Desirable	Method: Application (A) Interview (I) Test (T)
	processes, as well as use of the internet and email management.		
	Demonstrates active listening by paying close attention to others, showing empathy and understanding, responding appropriately to concerns, and building positive, trusting relationships through effective communication.	E	I
	Proven communication and active listening skills, with the ability to engage effectively with parents and carers, children and young people, and education setting staff, building positive relationships through empathy, professionalism, and clear communication.	E	I
	Ability to communicate panel decisions professionally, impartially, and with confidence, including delivering difficult outcomes with empathy, clarity, and fairness.	E	I
Knowledge and understanding	Excellent knowledge of relevant legislation, statutory guidance, and best practice relating to Special Educational Needs (SEN) and disability.	E	A&I
	Excellent working knowledge of SEND legislation, the SEND Code of Practice, the Children and Families Act 2014 (Part 3), and current	E	A&I

Area	Description	Essential/ Desirable	Method: Application (A) Interview (I) Test (T)
	developments and best practice.		
	Good understanding of the Children Act 2004 and Every Child Matters agenda.	E	A&I
	Strong understanding of the local authority's statutory responsibilities and its partnership with schools and education settings.	E	A&I
	Understanding of the effective, efficient, and accountable use of local authority funding.	E	A&I
Qualifications	Educated to GCSE level (or equivalent), including English, Maths, and ICT (Grade C/4 or above).	E	A
	Relevant qualification at NVQ Level 3, or A level equivalent, or qualified by proven experience	E	A
	Further or Higher Education qualification	E	A
	Child Protection Training	E	A&I
	Appropriate degree in a relevant discipline such as education, social care, psychology, sociology or mathematics, or be able to demonstrate a positive track record of direct relevant experience.	E	A&I