

	Job Title	Assistant SEND Officer
	Department	Children and Young People
	Section	Special Education Needs and Assessment Service
	Grade	Scale 6
	Reports to	SEND Deputy Manager
	Staffing Responsibility	None
	Organisation	<i>Please attach organisation structure</i>

Job Purpose:

1. To be responsible for administrating requests for statutory assessments from school, parents and others in line with educational legislation and the SEND Code of Practice.
2. The requesting and chasing of statutory reports to support the team in meeting the statutory duties and timelines outlined in the SEND Code of Practice.
3. To be responsible for the allocation of annual reviews and EHC assessments to SEND Case Officers.
4. To manage the annual review process for all Brent pupils who have statements of SEN and assist in the process of converting to EHC plans and ensuring that they are recorded on the tribal system and allocated timely to caseworkers for consideration.
5. To ensure that annual review are actioned and completed by caseworkers, tracking and monitoring conclusion on an on-going basis.
6. To assist SEND case officers of informing Parents/carers of any amendments/changes to the EHC plan.
7. To liaise directly with schools and settings to achieve conclusion to the Annual review process and issue of the plan within the 14 week statutory timescale within the SEND Code of Practice.

Principal Accountabilities and Responsibilities:

1. To be a point of contact for SEN team for parents, schools and other professionals, exercising judgement, providing advice and information and answering queries within an agreed framework.
2. To service all request for statutory assessment in line with the SEND Code of Practice.
3. To have the overall responsibility for the co-ordination of the Annual/annual review process, linking with schools/settings to support them and the Local Authority in achieving the conversion of Statement of Special education need to Education, Health and Care plans.
4. To prioritise and manage workloads to ensure all statutory assessments/annual reviews are managed within agreed timescales.

5. To liaise with other services, external agencies and organisations to obtain relevant and pertinent information to produce quality Education, Health and Care plan within statutory timescales.
6. To work in close partnership with schools and settings, Children and Young People departmental staff and all other agencies to deliver the statutory assessment/annual review process takes place.
7. To provide administrative support to SENAS and undertake any tasks to ensure statutory timescales of the service are met and maintained.
8. To ensure weekly tracking of annual reviews, maintaining tribal database and allocation of annual reviews and tracking to completion.
9. To monitor annual/transfer review process deadlines in accordance with Brent's annual/transfer review process.
10. To understand the SEND code of practice and work within the legislative framework.
11. Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well being of children and vulnerable adults.
12. Carry out duties with due regard to the council's customer care, equal opportunities, information governance, data protection, safeguarding and health and safety policies and procedures.
13. Undertake any other duties commensurate with the general level of responsibility of this post.

Job Context:

- The post operates within the SEN Service
- Operates within a statutory SEN framework and timescales
- The job requires extensive partnership working across a range of internal and external agencies in understanding the legislative framework to ensure suitable provision for children and young people.
- Working closely with schools to ensure statutory annual/transfer reviews are completed and returned to the local authority.

DBS Status	No check required
Politically Restricted	No

Person Specification

Job Knowledge, Skills & Experience:

Specify the qualifications, experience, skills and abilities required.

Please note. Short-listing will be on the basis of the criteria indicated in the 'Application Form' column. All criteria are essential.

Knowledge and Qualifications:

- Understanding of how to work in a multi-disciplinary context and an understanding of the government's change agenda in particular the new SEN Code of Practice
- A –Level or relevant training.
- Awareness of principles of data protection and confidentiality.
- An understanding of and empathy with the issues facing children/young people with special educational needs and disabilities and their families.

Experience:

- Experience of working within an SEN setting in schools or a Local Authority.
- Experience of working collaboratively across teams and professionals.
- Experience of working with a broad range of people including families, education, social care and health care professionals.
- Experience of working in an office environment, working with databases, Microsoft office.

Skills and Abilities:

- Strong IT skills, including use of spread-sheets and databases.
- Good written and verbal communication skills to various audiences.
- To demonstrate the ability to plan, organise and manage a heavy workload.
- Proven ability to problem solve and meet deadlines under pressure.
- To demonstrate a commitment to the Council's Equal Opportunities Policy and the ability to understand and implement the policy in relation to the job responsibilities
- The ability to utilise IT effectively, including e-mail, the Electronic Case Management System and basic word processing.
- High level written and verbal communication skills