

**ROYAL BOROUGH OF GREENWICH**

**JOB DESCRIPTION**

**DEPARTMENT:** Children's Services

**POSTHOLDER:**

**SECTION:** Inclusion, Learning and Achievement

**GRADE:** Scale 5

**POST DESIGNATION:** SEND Assessment and Review Assistant

Purpose of Job:

- I. Act as single point of contact for family and professionals at the beginning of EHC needs assessment process ensuring the legal framework is adhered to.
- II. To manage a caseload , allocating accordingly to ensure that the Service is compliant with the timescales set out in the SEND Code of Practice.
- III. Communicate regularly and sensitively with the family/young person throughout the EHCP process to explain the process and ensure their involvement in assessment and planning..
- IV. To directly liaise with parents, colleagues and other professionals regarding requests for needs assessment and annual reviews checking the report submission on receipt to ensure the local authority fulfils its legal obligations.
- V. To provide administrative support to the Head of SEND Assessment and Review Service.
- VI. To ensure timely contributions from Social Care, health, EP service and other professionals with regard to requests for needs assessment and annual reviews.
- VII. To be responsible for the co-ordination and delivery of all SEND Panels, liaising effectively with schools, partners, parents and young people.
- VIII. To provide an efficient and reliable support service to the SEND Assessment and Review Team.
- IX. To manage all duty telephone enquiries and the generic mailbox, providing assistance where possible. Ensuring that messages are taken accurately and distributed appropriately.
- X. To ensure issues which require urgent attention are passed on efficiently.

### Main Duties:

1. To be responsible for the initial processing of new EHC assessments requests by logging the requests, forwarding to appropriate SEND Officer and updating the database to ensure statutory timescales are appropriately recorded.
2. Plan and monitor the progress of individual cases in consultation with Assessment & Review Officers to ensure timelines are adhered to and the risk of legal challenge to the authority is reduced.
3. Work closely with Assessment and Review officers to support the EHC annual review process – to log and receipt annual review documentations received from schools and liaise with appropriate Assessment and Review Officers regarding sending out responses to parents to meet statutory timeframes.
4. Liaise with partners for the needs assessment process, ensuring the right people are providing timely information/advice required that is clear and relevant.
5. To maintain the generic diary and manage the appointments for the Head of SEND Assessment and Review. This includes arranging meetings, booking rooms, taking minutes and liaising with partners.
6. To lead on the preparation and checking of relevant highly sensitive documentation for panels and distribute minutes when required within the statutory timescales ensuring information governance is adhered to.
7. To process incoming post. Preparing and issuing outgoing post to meet the priorities of the Team and statutory deadlines.
8. To be responsible for stationery and ensure office equipment is consistently stocked.
9. Update and maintain all electronic database/pupil folders ensuring they are robust and stand up to the scrutiny of the DfE and OfSTED, ensuring consistency throughout the department.
10. Arrange various meetings on behalf of the team and distribute agendas and take minutes where appropriate
11. To identify office procedures that may benefit from change and adaptation and bring these to the attention of the SEND Information Team Leader.
12. Support the collation of statistical data on a regular basis for LA performance management and DfE returns
13. To promote and observe the Council's equal opportunities policies in a manner compatible with the duties of the post
14. To undertake any other work appropriate to the level and general nature of the post's duties.
15. To undertake all duties with due regard to the provisions of health and safety regulations and legislation, the Council's Equal Opportunities and Customer Care policies.

Designation of the Post to which the Post-Holder normally reports to:

SEND Team Leader