

ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

DEPARTMENT: Children's Services

POSTHOLDER:

SECTION: Inclusion, Learning and Achievement

GRADE: PO2

POST DESIGNATION: SEND Assessment & Review Officer

Purpose of Job:

- I. Act as single point of contact for family and professionals from beginning of EHC needs assessment to final document ensuring the legal framework is adhered to
- II. To work directly with senior staff at a designated number of schools, colleges and training providers, ensuring that the LA meets all legal requirements in regard to the Children and Families Act 2014.
- III. To implement and co-ordinate the needs assessment and review process in compliance with the requirements of the Children and Families Act 2014, the SEN Code of Practice 2015.
- IV. To directly challenge and support schools, colleges and training providers, professionals and families in relation to the Children and Families Act 2014 in order to prevent/reduce legal challenge against the LA.
- V. To manage a complex caseload and casework to ensure that the LA is able to respond to SEND children and young people's needs as they change.
- VI. To assess individual children and young and develop EHC Plans that are aspirational, holistic, outcome focussed and compliant with the Code of Practice 2015.
- VII. To represent the local authority in accordance with the SEND Code of Practice at formal mediation meetings in order to mitigate the risk of legal challenge and reputational damage, making decisions directly related to the issuing of EHC Plans and the financial provision contained within them
- VIII. To represent the local authority at school monitoring meetings to ensure the effective use of SEND EHC Plan resources, making any necessary direction to senior school staff to mitigate any risk of legal challenge

Main Duties:

1. To work with parents, carers, children and young people to ensure that the needs assessment process is undertaken in a manner that is clear, accessible and collaborative.
2. To work in partnership with schools, colleges and training providers providing advice, direction and challenge in respect of the needs assessment and review process.

3. To write EHC plans in co-production with parents and children/ young people, ensuring the range of relevant reports from professionals is considered and reflected in the plan and that it is fully compliant with the Code of Practice, minimising the risk of legal challenge to the LA.
4. To support parents, children and young people to develop aspirations and aspirational outcomes that informs plans.
5. To be responsible for negotiating with schools, colleges and training providers regarding the placement of pupils with EHC Plans.
6. Prepare cases for SENDist tribunal where required ensuring timetable are adhered to as set out in the SENDIST legal framework
7. To directly manage potentially contentious and sensitive situations with a range of partners to minimise the risk of challenge to the LA
8. To ensure the timely involvement of the Advice, Information and Guidance Service regarding placements for young people over the age of 16.
9. To lead work with Health providers , social care – children’s and Adults and other professionals involved in the needs assessment process in order to co-ordinate their professional contributions and development of outcomes for plans
10. To represent SEND Assessment with other local authorities regarding the annual reviews of children and young people who are Looked After by Royal Greenwich but living elsewhere to ensure that EHC plans are reviews to Royal Greenwich standard.
11. To assess a range of professional reports and make timely recommendations regarding EHC Plans.
12. To lead on a range of contact with parents and professionals that could be potentially contentious and difficult to manage, ensuring the LAs legal requirements are met at all times.
13. To ensure EHC planning meetings and annual review meetings at schools, colleges and training providers are held and managed in accordance with the Code of Practice and are person centred and outcome focused.
14. Chair EHC planning meetings or other TACs where appropriate
15. To attend annual reviews at school, colleges and training providers where appropriate. Quality assuring provision and resources as set out in the EHC Plan, providing any necessary instruction to school, college and training provider staff.
16. To prepare draft EHCP working documentation using information from the pupil profile
17. To prepare case summaries to present at panels
18. To build positive working relationships with key stakeholders and partners in the EHC Planning process
19. To maintain effective record-keeping systems (both manual and computer based), and update Synergy.
20. To provide mentoring support to SENCOs in relation to the SEND Code of Practice and statutory responsibilities in relation to SEN support and the graduated response. To manage, attend and participate in meetings, e.g. staff meetings, supervision and staff development.
21. To support the co-ordination of panels directly relating to the SEND Code of Practice and local processes.
22. To undertake any other work appropriate to the level and general nature of the post’s duties.
23. 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, and the New Technology agreement.

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

Senior EHCNA/AR,PfA Officer

