

## ROYAL BOROUGH OF GREENWICH

### JOB DESCRIPTION

**DEPARTMENT:** Children's Services

**POSTHOLDER:**

**SECTION:** Inclusion, Learning and Achievement

**GRADE:** SO1

**POST DESIGNATION:** SEND Assessment and Review Tribunal and Compliance Officer

Purpose of Job:

- I. Act as single point of contact for Mediation, liaising directly with the commissioned provider, colleagues and other relevant providers to:
  - a. Arrange Mediation
  - b. Prepare Mediation packs
  - c. Implement the outcome of Mediation
  - d. Provide regular updates and reports for the SEND Assessment & Review SLT.
- II. Act as the single point of contact for Subject Access Requests (SARs) and prepare and submit documentation as requested within the agreed timeframe.
- III. Act as single point of contact for Tribunals and professionals from beginning of tribunal appeal to the implementation of any court directions ensuring the legal framework is adhered to.
- IV. Communicate regularly and sensitively with the tribunal, professionals and family throughout the process to minimise the risk of any reputational damage to the local authority.
- V. Attend school visits as and when required, with the responsibility of accurate note taking and record keeping.
- VI. To be responsible for the case allocation and case management of the tribunal process as set out in the SEND Code of Practice.
- VII. To manage a large caseload and casework of a complex statutory nature allocating accordingly to ensure that the Directorate is able to respond to SEND children and young people's needs as they change and avoid legal challenge.
- VIII. To directly liaise with parents, colleagues and other professionals regarding the tribunal process, ensuring the timely submission of reports in order that the local authority fulfils its legal obligations and responsibilities.

- IX. To ensure timely contributions from Social Care, health, school, witnesses, parents and other professionals with regard to the tribunal process.
- X. To be responsible for the complex collation, submission and circulation of legal documentation relating to parental appeals to SENDIST.

Main Duties:

1. Ensure that the statutory timeframe in relation to tribunal appeals is adhered to.
2. Lead on reviewing a range of complex documentation from health, social care, school, parents and witnesses to assist the local authorities defence to the tribunal in order to reduce the risk of legal challenge and reputational damage to the local authority
3. To lead on the preparation and checking of all relevant highly sensitive documentation for panels and distribute minutes when required within the statutory timescales ensuring information governance is adhered to.
4. Co-ordinate, plan and Monitor the progress of individual cases in consultation with the Senior Assessment & Review Officer to ensure that the timelines are adhered to and the risk of legal challenge to the authority is reduced
5. Manage the relationship with partners for the all tribunal appeals, ensuring the right people are providing quality information/advice within timescales that is clear and relevant
6. Collate and distribute case summaries to present at panels
7. Lead on the collation and checking of large amounts of sensitive documentation for drafting EHC Plans and issuing final plans
8. Update and maintain all electronic pupil folders ensuring they are robust and stand up to the scrutiny of OfSTED, ensuring consistency throughout the department
9. Arrange meetings and take minutes
10. Support the collation of statistical data on a regular basis for LA performance management and DfE returns.
11. Advise the Team Leader about any particular complaints or issues relating to schools Partnership
12. Take part in training and development of SENCOs and other staff working in SEND
13. Be the lead contact and liaise with health and social care professionals to ensure that holistic EHC Plans are written
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, and the New Technology agreement.

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

**Senior SEND Assessment and Review Officer – Tribunals and Out of borough**

## Person Specification

<b>Job Title</b>	SEND Assessment and Review Tribunal & Compliance Officer
<b>Grade</b>	SOI
<b>Service/Section</b>	Inclusion, Learning and Achievement
<b>Directorate</b>	Children Services

Criteria	Short listing Criteria
	Indicate as appropriate * E = Essential D = Desirable *
<b>Experience</b> 1. Good general standard of education	E
<b>Knowledge</b> 2. Good knowledge of the SEND needs assessment framework 3. Good knowledge of the DfE Code of Practice (2014) on the identification and assessment of SEND	E  E

<p><b>Skills and Abilities</b></p> <p>4. Ability to use word processing packages and computer systems to a high standard to produce letters and other documents and use the assessment database workflow system, maintaining accurate records and following agreed procedure</p> <p>5. Ability to deal with members of the public over the telephone.</p> <p>6. Skills in direct work and effective communication to develop a partnership with parents and children and young people enhancing the outcomes for the family</p> <p>7. Effective presentation and good written and oral communication skills.</p> <p>8. Ability to prioritize and manage own workload under pressure</p>	<p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>D</p>
<p>9. Ability to work in partnership with other professionals and practitioners in order to provide a seamless service.</p> <p>10. Understanding of and commitment to the Council's equal opportunities policy</p> <p>11. Ability to apply the equal opportunities policy within the post and SEND Assessment Service</p>	<p>D</p> <p>E</p> <p>E</p>