

**City of Wolverhampton Council**

**Job Description**

<b>Post Description:</b>	SEND Officer (0-25)
<b>Division:</b>	Education
<b>Responsible to:</b>	SEND Assessment and Planning Team Leader
<b>Grade:</b>	Grade 7
<b>Location:</b>	Civic Centre or any suitable location within the City
<b>Workstyle:</b>	Field

This post is subject to a satisfactory Disclosure and Barring Service (DBS) check.

**Job Purpose and Role**

1. To support the SEN Manager with the identification, referral, assessment and placement of children with SEN/D (0-25 years) within the context of 1996 Education Act, Children and Families Act 2014, and SEND Code of Practice and related legislation and regulations.
2. To act as the LA's representative at multi-agency meetings to review EHCPs and to ensure that the LA fully meets its statutory requirements for reviews/ transition reviews.
3. The post holder will act as the Plan Co-ordinator and will be responsible for drawing together information for the drafting of an EHCP, including financial aspects of the plan i.e. Personal Budgets.
4. The post holder will consult, negotiate and agree additional funding within the High Needs Block Grant (SEN Matrix) with educational providers, and as appropriate, lead on the development of new contracts, funding and related processes.
5. To support Governing Bodies, Setting Managers, Head teachers and Principals in fulfilling their statutory duties.
6. To promote the principles and procedures laid down in the SEND Code of Practice on the identification and assessment of special educational needs and disability through partnership and collaboration with professionals, children, young people and their parents/carers.

### **Key Contacts:**

1. SEND children's and adult's teams, joint commissioning services, The Royal Wolverhampton NHS Trust, Clinical Commissioning Group, Connexions.
2. Settings, Schools, Post 16 providers across all sectors, including the Independent and maintained sector.

### **Principal duties and responsibilities:**

1. To work in close collaboration with children, young people and their parents/carers, and a range of multi-agency professionals in identifying and meeting the needs of children and young people (0-25) with special educational needs and disability. In particular those who have EHCP.
2. Timely preparation of EHCP's within the bounds of the Children and Families Act 2014, and its attendant regulations.
3. To inform Setting Managers, Head teachers and Principals on a termly basis, of the requirements to conduct annual/ transition reviews for identified children and young people.
4. To attend targeted and significant annual/ transition review meetings, both in and outside of the City having regard to the SEND Code of Practice.
5. To seek to maintain good levels of communication with young people and their parents/ carers on all aspects of the statutory assessment process and annual/ transition review process.
6. To participate in and receive relevant information from annual/transition review meetings and prepare the LA's response to this.
7. To make and disseminate the decision to maintain, amend or cease to maintain an EHCP where necessary within statutory timescales laid down by the 1996 Education Act and Children and Families Act (2014), and attendant regulations.
8. To inform the relevant agencies across education, health and care of implications for resources and provision, and any other actions including recommendations to cease to maintain and requests for reassessment.
9. To respond in a timely and efficient manner to enquiries and complaints which, may arise from the annual/transition review process.
10. To liaise with relevant Services; Social Care, Connexions, NHS Trust, Clinical Commissioning Group, Safeguarding and Voluntary Organisations with regard to Statements of SEN (NIC) / EHCP and annual/ conversion reviews in order to improve the effectiveness of partnership working in line with The Children and Families Act 2014 and SEND Code of Practice.

11. To participate in, administer and disseminate decisions and information relating to the effective running of the Single Assessment Moderation Panel, including any follow up negotiations with young people and their parent/carers and/or educational providers.
12. To assist/lead on the commissioning cycle, including projecting demand, for young people with high needs.
13. Lead in developing provider networks to identify and share good practice to build capacity across the LA / sub-region in order to extend choice and improve access for individuals with additional support needs. Support national, sub-regional and local developments, activities and events relating to SEND, as appropriate
14. To assist in maintaining accurate records on high needs pupils (ONE database, SEND Hub, Trend Analysis, EFA Portal, Fair Funding analysis etc.)
15. To arrange and liaise with relevant officers and partners regarding availability of places and transfer of pupils into and between provision, including specialist provision, PRUs and New into City and Independent Specialist providers.
16. To lead and co-ordinate reviews of funding allocations for all Post 16 high needs students and advise Education Skills Funding Agency of any funding changes. Monitor and have regard for the implications for funding relating to the centrally held SEN budget and to advise the SEN Manager of resource implications for the centrally held SEN budget.
17. Manage and monitor allocations of high needs funding to settings, schools and providers providers on behalf of the local authority.
18. Contribute to procurement and contracting processes for all identified contracts commissioned by the local authority for high needs pupils/learners.
19. To be responsible for maintaining accurate data in order to produce and check reports for the National Indicator sets.
20. To work with disagreement resolution and mediation services to resolve disputes, i.e. involvement of Legal Department, Information Advice and Support Service and Dispute Resolution/Mediation Services.
21. To prepare any necessary correspondence when the LA is challenged through the Special Educational Needs and Disability Tribunal, including attendance at Tribunal's where required.
22. To attend regular Team meetings in order to maintain a coherent and accurate overview of current legislation with regard to SEND casework and to ensure that priorities are effectively met. To be involved in continuing Professional Development/training.
23. To support and assist the SEN Team Manager with the supervision of the SEN Casework Assistants.
24. To support, advise and offer training as appropriate to Setting Managers, Head teachers, Principals, SENCos and Governing Bodies on matters arising around SEND Policies and practice.
25. To support the LA in monitoring settings, schools and providers in their effective delivery of

support and provision for SEN and Disabilities.

26. To act in accordance with the Council's Constitution and other Codes of Conduct.
27. To participate in staff development, appraisal and training as appropriate, including continuous professional development.
28. To comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, the Data Protection Act, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City wide priorities.
29. To liaise with the Departmental Management in a regular review of this job description.
30. To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.
31. To participate in the wider development of the service and contribute to service improvement as required.
32. Effectively manage and review allocated contracts to ensure the required level of performance and best value is achieved in line with the Council's key strategies; as appropriate and training provided.
33. Work with key stakeholders when required to effectively manage contracts to achieve the best outcome for the delivery of the Council's objectives; as appropriate and training provided.
34. City of Wolverhampton Council is committed to Corporate Parenting.

"Corporate Parenting is the collective responsibility of the Council to provide the best possible care and protection for children who are looked after."

**THE JOB DESCRIPTION REFLECTS THE CURRENT RESPONSIBILITIES OF THE POST. AS SERVICES DEVELOP AND CHANGE, THE JOB DESCRIPTION WILL BE REVIEWED AND AMENDED IN CONSULTATION WITH THE POST HOLDER.**

Effective date:

Signature of post holder: