

## Job Profile Information: Senior SEN Officer (14's - 25's)

This supplementary information for *Senior SEN Officer* is for guidance for Job Level 4 Zone 1

### Camden Way Category 4

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.**

#### Role Purpose:

Under the leadership of the SEN Manager the post-holder will manage a small team of Assessment and Case Coordinators, ensuring that the local authority is able to meet its statutory responsibilities for children and young people with special educational needs and disabilities (SEND) in accordance with the requirements of the Children and Families Act 2014. The post holder will also have additional responsibilities as agreed with the Head of Service.

#### Example outcomes or objectives that this role will deliver:

- Overseeing the timeliness of decisions re transport eligibility and providing evidence for any transport appeals
- Effective collection of data and information to respond to complaints, enquiries, SENDT appeals within statutory or agreed timescales
- Additional responsibility for agreed area for example Annual Review processes, Tribunals, case officers or other agreed defined area (nominal 3:2 day split across tasks)
- To contribute to the ability of the local area to effectively identify and meet the needs of and improve outcomes for children and young people with SEND
- To implement systems and processes that promote person centred planning keeping the views and wishes of the child and young person central, upholding the principles of the SEND Code of Practice 2015
- To minimise anxiety for parents/carers of children and young people through excellent, timely and transparent clear communication about statutory processes
- To lead the team in order to achieve deadlines reviewing roles and providing access to workforce development opportunities appropriately
- To contribute to the local authority's approach to equitable distribution of resources and funding for children with SEND within resources available
- To use data to inform provision planning and joint commissioning of services
- Involve parents, carers and young people in the development of systems and evaluation of services

- To work together with colleagues to promote staff well-being and ensuring appropriate work life balance
- To contribute to meeting the aims and addressing the priorities in the Camden plan and for the early intervention and prevention division
- A team that is reported in the annual parent/carer and young people's survey to be person centred, responsive, accessible and outcomes focused – parents/carers and young people say that they are clear about processes, where and how to access information and receive help when they ask for it
- Annual report of the impact of services shows improvements year on year in meeting statutory timescales, the quality of Education, Health and Care plans and parent/ carer satisfaction
- A clear improvement plan that enables the delivery of the local authority's statutory responsibilities for children and young people with SEND that is reviewed annually and informed by data gathered through self-evaluation
- A positive working environment across the team and effective working relationships between the service and other organisations
- Staff who report feeling valued and appreciated in an annual well-being survey
- A workforce development plan designed to improve the quality of service delivery, nurture the talents of the staff team and also responds to needs identified locally and in national strategies.

#### **Statutory process**

- Effective and timely fulfilment of the local authorities statutory responsibilities in relation to the Children and Families Act 2014 (SEND Code of Practice) and as corporate parents for looked after children
- 100% of EHC plans are issued within 20 weeks unless there is a recorded reason agreed with parents/carers for the exception
- 95% of annual reviews are completed on time
- 96% of pushed transfers from compulsory to post 16 and those within post 16 institutions are completed within statutory deadline of 31 March
- Quality of plans meets external scrutiny for compliance and internal monitoring criteria
- 90% parents/carers and young people are content with the educational provisions made

#### **People Management Responsibilities:**

- Management of the team of Assessment and Case Coordinators
- To contribute to a positive and supportive working culture and to maintaining the well-being of the team
- Promote and maintain positive working relationships between the team and all client groups
- To ensure that professional development needs of the team are appropriately identified and arrangements made to address them

**Relationships;****Communications and working relationships**

The post involves developing and maintaining positive relationships with a wide range of people including head teachers and Principals of educational settings, children, young people and their families, local authority and other agency partners

**Work Environment:**

- The post is based in an open plan office situated at 5 Pancras Square where agile working is the norm.
- The role involves travel to meetings held at different venues within and outside the borough.

**Technical Knowledge and Experience:****Qualifications**

- Degree level or equivalent experience
- Evidence of relevant continued professional development
- A post graduate professional qualification in a relevant area is desirable

**Knowledge/Experience**

- Experience of leadership and management building a confident and effective workforce
- Experience of promoting inclusive practice and a good understanding of the implications for settings and SEND support services
- A thorough up-to-date knowledge of relevant legislation, statutory guidance and SEND procedures
- Demonstrable commitment to person centred and outcome focused action
- Excellent communication and listening skills with the ability to present complex information to a wide range of audiences including school staff; parent/carers/children and young people; senior managers; legal representatives
- Ability to develop highly effective and positive working relationships with people with a wide range of perspectives
- Experience of writing and presenting policy and strategy and recommending appropriate future action
- Ability to identify effective performance measures and evaluate service impact on the quality of delivery and outcomes for children and young people
- Ability to prioritise, manage and monitor complex budgets
- Ability to use ICT systems to manage information, prioritise resources and produce analytical reports
- The ability to work under pressure, to meet deadlines and to work flexibly to meet the demands of the service
- Excellent self management and organisational skills

- Commitment to equality of opportunity and the ability to demonstrate that commitment through employment practice and in the delivery of services

### **Innovation (decision making and creativity)**

- The post involves development and implementation of accessible and responsive systems to support the effective delivery of education, health and care needs assessment and planning

### **Camden Way Five Ways of Working**

*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

- Deliver for the people of Camden
- Work as one team
- Take pride in getting it right
- Find better ways
- Take personal responsibility

For further information on the Camden Way please select the attached [HERE](#)