

## JOB DESCRIPTION

**Job Title** SEND Annual Review, Monitoring & Placement Officer

**Salary** £28,785 - £32,878

<b>Directorate:</b>	People	<b>Section/Location:</b>	Time Square
<b>Grade/Salary Range:</b>	G	<b>Work style:</b>	Home Flex

### Key Objectives of the role

- To be an integral part of the Children's Support Service working collaboratively with colleagues across all departments and with partners to contribute towards taking forward the vision, transformation and strategic direction of the Council's Learning and Achievement and SEND Strategies for children and young people 0-25 with Special Educational Needs and Disability (SEND), and those with other additional learning needs, establishing a clear focus on outcomes
- Manage an allocated caseload of children and young people with special educational needs, in relation to the Education, Health and Care planning process, in a timely and compliant way

### Designation of post and position within departmental structure

SEND Team Lead &  
Inclusion Manager  
|  
SEN Team Leader  
|  
AR, Monitoring &  
Placement Officer

### Daily and monthly responsibilities

To enact the corporate decisions of Bracknell Forest Council in its execution of its statutory Special Educational Needs (SEN) responsibilities in accordance with the Education Act of 1996 and in line with the SEN Code of Practice (2015) and the Children and Families Act (2014).

To manage and process all aspects of the annual review procedure in accordance to the Children and Families Act 2014 and associated regulations and statutory guidance, within timescales. This could include attending and or chairing annual reviews in a child centred way. Offer advice and support to parents, carers and young people as well as the wider professional network.

Example outcomes or objectives that this role will deliver:

The post holder will work across the SEN Team, thereby developing both a general knowledge and skill set in relation to SEND, and also developing this further in relation to provision and transitions specific to the age groups (that is pre-school, nursery, primary and secondary and then secondary, tertiary, colleges and training agencies and the transfer into adult services).

---

Ensure all SEN databases and recording/monitoring systems are robustly updated. Ensure Amended Plans are issued within timescales, are fully compliant and of a high quality. Particular attention to be given in terms of quality and specificity of advice, that the child or young person's voice is heard with a clear golden thread throughout.

To feedback into quality assurance and improvement systems, proactively identify areas for improvement and or training opportunities.

To develop and maintain close working relationships with a wide range of internal and external partner organisations, pertinent to the work with the age- related team focus for this post, to facilitate educational provision that offers the best outcomes for children.

To support and challenge settings with regards to approaches to inclusion and the requirements of the SEN Code of Practice, the Special Educational Needs and Disability Act 2001 and the Children's and Families Act 2014.

To work under the direction of the SEN Team Manager, and with colleagues in Legal and across the allied services, to plan and prepare for the local authority's case in response to internal complaints, the Local Government Ombudsman or Special Educational Needs and Disability Tribunal with regard to decisions on provision/placements.

Collating reports from various professionals and updating EHC Plan in co-production with children, young people and their families with special educational needs.

To take responsibility for consulting with educational settings, parents and other agencies to facilitate the placement of pupils with Education, Health & Care plans in appropriate educational settings.

Ability to understand and act upon complex information quickly and accurately, being able to identify potential difficulties and putting in place solutions.

Preparing cases to be discussed at complex case panels.

Ability to prioritise work independently and complete work within tight timescales to meet statutory deadlines to a good quality.

Ability to adjust to changes in working practice in response to changes in legislation or in local strategies and policies relating to SEN and Disabilities.

### **Scope of role**

This is a diverse post which involves knowledge of the EHC statutory framework.

The SEN Officer will carry out the Local Authority's statutory duties in relation to Education, Health and Care Planning processes for children and young people with special educational needs.

---

*Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.*

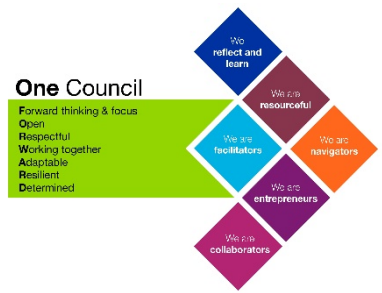
## PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Skills and qualifications</b>	<ul style="list-style-type: none"> <li>• Level 2 qualification in Maths and English and IT or equivalent experience Demonstrable skills in MS WORD, EXCEL, English, TEAMS, Sharepoint, ONE and OUTLOOK.</li> <li>• To work in an open plan office-based work environment and some travel to schools.</li> </ul>	<ul style="list-style-type: none"> <li>• Related Professional Qualification.</li> <li>• Further or Higher Education qualification.</li> <li>• Child Protection Training.</li> </ul>
<b>Competence Summary</b> (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> <li>• Ability to interact effectively with parents and carers to provide advice about the statutory assessment procedures and placement practice to ensure that they are well informed and aware of their legal rights under the relevant SEN legislation, such that parents and carers are confident in Bracknell Forest Council SEN&amp; D processes and provision.</li> <li>• Communicating sensitively and without the use of jargon.</li> <li>• Ability to work with a range of officers and practitioners from across the Children's workforce, including Head Teachers, SENCOs, Health and Social Care practitioners and others.</li> <li>• Knowledge and understanding of the legislation relating to Special Educational Needs and Disabilities.</li> <li>• Knowledge and understanding of the Education system from 0 - 25 years.</li> <li>• Knowledge and understanding of recent developments in the field of SEN and Disabilities, and the education landscape and context.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the 1996 Education Act, Children and Families Act 2014, and associated SEN Code of Practice and Guidance documentation.</li> <li>• Knowledge of local provision to meet the needs of pupils with special needs.</li> </ul>

<b>Technical</b>	<ul style="list-style-type: none"> <li>• Excellent verbal and written communication skills which should include the ability to provide clear and unambiguous information, coupled with good ICT skills (as mentioned above).</li> <li>• Practical experience in a relevant field to include working with parents, families and education providers.</li> </ul>
<b>Work-related Personal Requirements</b>	<ul style="list-style-type: none"> <li>• Ability to work accurately under pressure and within agreed deadlines.</li> <li>• Ability to maintain confidentiality and to deal with sensitive issues with tact and discretion.</li> <li>• A flexible approach.</li> <li>• Capacity to use initiative to solve problems.</li> <li>• Ability to represent the department in a professional and confident manner.</li> </ul>
<b>Other Work Requirements</b>	<ul style="list-style-type: none"> <li>• Commitment to ongoing personal development and training in order to maintain an up to date knowledge of SEN legislation and practice, and to develop skills in ICT and other areas.</li> <li>• A satisfactory enhanced Disclosure &amp; Barring Service (DBS) check.</li> </ul>

**KEY CRITERIA    ESSENTIAL    DESIRABLE**

**Role models and demonstrates the Council's values and behaviours**



All staff should hold a duty and commitment to observing the Council's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.