

SEND Assessment & Review Co-ordinator – Grade 9

In Kirklees our ambition for our children and young people with special educational needs and disabilities (SEND) is the same as for all children and young people – that they achieve well in their early years, at school and in college and lead happy and fulfilled lives. We expect our workforce to use a person centred approach to support our children and young people with SEND and their parents and carers. This means keeping them at the centre of all that we do, ensuring that their views and aspirations are listened to and respected and that they are actively involved in planning and decision making.

This role is central to improving outcomes for our children and young people with SEND and helping us to achieve our ambition. Your work will need to be compliant with legislation, specifically within the legislative requirements of the Children and Families Act 2014 and the associated SEND Code of Practice: 0 to 25. You will also need to adhere to local policy and practice.

This role is based within [\[Children and Families\]](#).

The Job

This is a challenging and exciting role within a service that is central to improving outcomes for our children and young people with SEND.

You will have overall responsibility for a caseload and you will work closely with children, young people and parents/carers to ensure effective Education, Health and Care (EHC) needs assessment, planning and review, to include:-

- Coordinated, person centred, outcome focussed and holistic EHC needs assessment and review;
- Clear, concise and accessible EHC Plans, which are person centred, clearly identify needs, have SMART outcomes, identify appropriate provision and support and are forward looking, with planning for key transition points.
- Statutory compliance including local policy, practice and timescales.

Your casework will include visits to families to explain the statutory process, supporting high quality and timely EHC needs assessment and EHC Plans (as above), advice and guidance to schools and settings, ensuring robust annual review.

You will fully support and effectively utilise systems and processes (including panel arrangements) to enable timely decision making.

You will be involved in robust quality assurance and monitoring against performance measures in order to support continuous improvement, ensuring appropriate and timely action including attending annual review meetings as appropriate.

Job Checklist

- Statutory work relating to EHC needs assessment, planning and review in accordance with legislative requirements and local policy and practice.
- Work effectively within a culture of high performance, self-evaluation and continuous improvement. Proactively involved in rigorous quality assurance and robust monitoring against performance measures.
- Support the SEND Assessment & Commissioning Officer to ensure high quality and timely EHC needs assessment and planning, which may include assessment coordination, drafting EHC plans and facilitation of support planning meetings.
- Provide advice and guidance to individual schools and other stakeholders, parents/carers and practitioners across services.
- Robust scrutiny and quality assurance of annual review reports, making recommendations as appropriate.
- Amending EHC Plans within statutory timescales following annual review.
- Flexible and creative problem solving to ensure provision is effective in meeting identified special educational needs.
- Develop and promote positive working relationships with parents, schools and practitioners across Education, Health and Care and positively represents the SEND Assessment & Commissioning Team through own practice.
- Effectively support and utilise multi-agency/multi-disciplinary panel arrangements, to enable timely, transparent and accountable decisions regarding EHC needs assessment and provision for children and young people.
- A sound knowledge and understanding of statutory requirements and local policy and practice, applying this to casework when making recommendations i.e. for changes of provision, funding etc.
- Effective use of IT systems to ensure efficient and timely EHC needs assessment, planning and review.
- Please see your responsibilities related to [safeguarding](#).

The Person

We need our employees to be driven to achieve the best, to be hard working, respectful and thoughtful to each other and our customers and to be creative, wherever they work.

The role of the Assessment and Review Coordinator is a demanding one, within a highly emotive area and where the expectations of autonomy and decision making have significant legal and financial implications. The post holder will be held accountable to high expectations through robust performance monitoring.

You will need to be passionate and committed to the positive impact the EHC assessment, planning and provision can have on a child and young person's access to education and preparation for adult life. You will need to be resilient in the face of high emotions, complex situations and competing priorities.

You will be an excellent communicator and have the ability to adapt your approach to support children, families and multiagency professionals to facilitate person centred planning and focus on outcomes, whilst remaining transparent in adhering to legislative, financial and commissioning requirements.

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

We also expect you to promote and role model the Council's Expectations of a New Council employee within the organisation

This role is at level 2. The Council's [Behaviours and Expectations](#) will be tested throughout the selection process.

Person Checklist

- You will have experience of SEN Casework and SEND statutory processes and procedures;
- Degree or equivalent qualification or evidence of ability to work at that level;
- An understanding of relevant legislation and guidance, The Children & Families Act 2014, and the SEND Code of Practice: 0 to 25 years.
- An awareness of legislation, process and local policy of partner agencies.
- You will have a clear understanding and awareness of the impact of SEND on individuals and their families.
- You will take responsibility for keeping up to date with changes in practice, legislation and guidance and you will be committed to continued professional development;
- You are able to use and produce EHC Plans and coordinate assessments through effective person-centred planning and analysis of information from across education, health and social care.
- You are able to manage own workload to ensure statutory timescales and deadlines are met.
- You are able to make evidence based decisions, applying legislation and local policy fairly and consistently.
- You can demonstrate the ability to advise and recommend appropriate, cost effective education packages and placements, giving consideration to efficient use of resources and quality assurance.
- The ability to take the lead and facilitate a variety of multiagency meetings.
- You are able to deal with conflict and negotiate agreements.
- You have the ability to transfer knowledge and skills into diverse situations and anticipate issues and situations, using initiative and creativity to seek solutions.
- IT skills to support effective case recording and casework.
- Sensitive to, and consider, the political impact of decision making and service delivery.
- Ability to travel across the local authority on a regular basis, and further afield as required.
- Accepts that a DBS check will be required.

This Role Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.

For Recruitment Purposes: In order to be considered for this role you will need to demonstrate how you meet the criteria in the Person Checklist.