

SEND Assessment & Commissioning Officer – Grade 11

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. You will have responsibility for ensuring statutory compliance, 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 ensure adherence to local policy and practice, as well as having a key role in influencing and developing local policy and practice. This is a challenging and exciting role within a service that is central to improving outcomes for our children and young people with SEND.

The Job

You will hold a complex caseload within which you will have responsibility for effective 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 statutory timescales.

You will have day to day management responsibility of SEND Assessment & Review Co-ordinators and Business Support Officers, delegating appropriately and having oversight of their work.

Your caseload will include complex casework, this will include preparation, coordination and representation at SEND Tribunal. You may also have oversight of a cohort of children and young people in specific circumstances ie. Looked After Children, Electively Home Educated Children.

You will carry out robust quality assurance and monitoring against performance measures in order to drive continuous improvement.

You will ensure systems and process (including panel arrangements) are fully supported and effectively utilised to enable timely decision making and effective commissioning across Education, Health and Social Care. This will include commissioning specialist placements (special schools, specialist provisions and independent special schools/colleges), personalised packages and personal budget arrangements.

You will make legally binding decisions regarding EHC needs assessment and provision which must be transparent and accountable, complying with legal requirements and within local policy and practice.

Job Checklist

- Statutory work relating to EHC needs assessment, planning and review in accordance with legislative requirements and local policy and practice. Ensuring effective consideration/balance of priorities e.g. the entitlement of the child/young person, efficient use of resources, parental preference.
- Promote a culture of high performance, self-evaluation and continuous improvement. Carry out rigorous quality assurance and robust monitoring against performance measures.
- Attending mediation, preparing cases and representing the LA at SEND Tribunal hearings. Respond to other legal challenges such as Ombudsman and responding to the DfE where parents seek involvement from the Secretary of State.
- Use lessons from Tribunal outcomes to develop best practice and support effective consideration of future Tribunal appeals.
- Develop and promote positive working relationships with parents, schools and practitioners across Education, Health and Care and positively represents the SENDACT through own practice and taking ownership of service level decision making i.e. decisions regarding assessment, placement and resources.
- 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.
- Contribute to service improvements and work collaboratively to meet service priorities.
- Provide support and guidance to less experienced colleagues and multi-agency partners.
- Ensure personal budgets are planned, commissioned and reviewed in line with legislative and procedural requirements.
- Efficient use of IT systems for effective recording and work within administrative, data sharing and financial procedures.
- 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.

You must be able to work under pressure in a demanding environment 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 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

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

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

Person Checklist

- Considerable experience of complex SEND Casework and managing SEND statutory processes and procedures.
- Degree or equivalent qualification or evidence of ability to work at that level.
- A good 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.
- A clear understanding and awareness of the impact of SEND on individuals and their families.
- Take personal responsibility for keeping up to date with changes in practice, legislation and guidance and you will be committed to continued professional development.
- Ability to produce EHC Plans and coordinate assessments through effective person-centre planning and analyse information from across education, health and social care.
- Manage your workload to meet statutory timescales and deadlines.
- Ability to take the lead in multiagency working, leading and facilitating a variety of multi-agency meetings.
- Take evidence based decisions, applying legislation and local policy fairly and consistently.
- Ability to commission appropriate, cost effective education packages and placements, ensuring efficient use of resources, quality assurance and appropriate challenge.
- Able to deal with conflict and negotiate agreements.
- Use your knowledge, skills, initiative and creativity in diverse situations to anticipate issues and find 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 set out in the Person Checklist.