

# Job Description

## SEND Officer

### Role Purpose

To produce and maintain high-quality person-centred Education Health and Care Plans (EHCP) for children and young people with Special Educational Needs and Disabilities (SEND) in accordance with the requirements of the SEND Code of Practice; 0-25 years (January 2015).

To lead on and manage the reviewing process of existing EHCP including, participation in and attendance at Person Centred Review Meetings with children, young people, parents, educational settings, partners, and relevant agencies to gain the views of all concerned including specific responsibility for determining continued suitability of placement and appropriateness of EHCP in relation to changing needs.

To be outcomes focussed, ensuring that young people with SEND can access and successfully complete appropriate preparation for adulthood pathways, including employment, apprenticeships, traineeships and supported internships.

### Line Management

- To Whom: SEND Team Leader
- For Whom: None, except for the training and induction of new employees

### Main Responsibilities

To interpret information and advice provided by professionals, and produce a draft EHCP that explains the needs of the child/young person, SMART outcomes, and strategies, including all elements of provision that will be needed to meet the identified educational needs:

- Lead on requests for Education, Health and Care (EHC) needs assessments, within statutory timescales, to ensure that children/young people receive the right support, in the right place at the right time.
- Accurately identify and review the needs of children and young people with (SEND) in full accordance with the SEND Code of Practice 2015, other relevant legislation and requirements.
- Ensure all relevant partners and stakeholder actively and effectively contribute to the EHC needs assessment and reviewing process, and that all relevant documentation is requested and received in full in accordance with the SEND Code of Practice 2015, and all other relevant legislation and requirements.
- Lead on the provision and delivery of guidance and support to young people and their families to enable them to develop and review person centred EHCP.
- Ensure full participation in planning for independent adult life for young people with SEND, including those in residential settings, schools, and colleges.



- Identify appropriate programmes of learning and support with partners and providers to support the progress and success of children and young people with SEND.
- Facilitate the implementation of agreed learning packages with providers, including decision making around funding requirements at a child/young person level.
- Continuous monitoring of the appropriateness of provision set out in the EHC plan, and compliance with the local authority's legal duty to secure all provision set out in the EHC plan.

Liaise with key agencies and partners providing support to young people with SEND in line with the requirements of the SEND Code of Practice by:

- Actively working to improve access to person centred employment advice, support, and training
- Improving joint working across key stakeholders
- Maximising the effective use of available resources

Make sound professional judgements and balance evidence to determine the best course of action affecting families and the lives of young people with SEND in particular managing complex issues e.g. where there are urgent concerns about maintaining school/college/setting placements.

Work closely with the SEND Team Leader to ensure specified delivery contract requirements are met; placements are good value for money and quality assured.

Attendance at, preparation of, drafting and recording of reports as required by inclusion panels and for the purpose of mediation, appeals and tribunals

Deliver a professional approach in understanding and responding to young people, parents and carers needs, supporting staff in the development of excellent customer care practices.

Support the delivery and implementation at a local area level of the SEND and Alternative Provision Improvement plan

Comply with all Health & Safety policies and legislation in performance of the duties of the post.

Work with information technology and associated systems in accordance with the City Council's policies & procedures.

Carry out duties and responsibilities of the post in compliance with the City Council's Equality and Diversity policy.

### **Derby City Council Corporate Values**

To continuously demonstrate commitment to meeting and exceeding the Council's Corporate Values and to ensure that all staff positively embraces the Council values:



<p><b>We are bold</b></p> <p>We have the courage to speak up, challenge current systems and practices and feel empowered to take appropriate and measured risks.</p>	<ul style="list-style-type: none"> <li>• We are <b>courageous</b> and find <b>innovative</b> and <b>creative</b> ways to deliver and <b>challenge</b> the status quo</li> <li>• We are <b>open minded</b>, take reasonable and explored risks and make <b>responsible decisions</b></li> <li>• Our <b>positive attitude</b> means that we find ways of <b>achieving excellent outcomes</b></li> </ul>
<p><b>We are strong</b></p> <p>We excel using our strengths and have the confidence to ask for help and support when we need to.</p>	<ul style="list-style-type: none"> <li>• We are <b>responsible</b> and <b>accountable</b>, speaking up and <b>encouraging challenge</b></li> <li>• We are <b>self-aware</b> so know our own strengths and limitations</li> <li>• We <b>take responsibility</b> for our own <b>learning</b> and <b>development</b></li> </ul>
<p><b>We care</b></p> <p>Caring is what motivates us. We care about what we can achieve for Derby.</p>	<ul style="list-style-type: none"> <li>• We <b>care</b> about the <b>wellbeing</b> of all our colleagues, customers, citizens and stakeholders</li> <li>• We behave with <b>integrity</b>, celebrate <b>diversity</b> and <b>challenge inequality</b></li> <li>• We are public servants <b>doing our best</b> to achieve <b>positive outcomes</b> for Derby everyday</li> </ul>
<p><b>Great people one Team</b></p> <p>We are great people working as one team: we get the best out of each other and together achieve great things for Derby.</p>	<ul style="list-style-type: none"> <li>• We are <b>proud</b> of <b>making a difference</b> for Derby and look for <b>opportunities</b> to collaborate</li> <li>• We <b>value</b> and <b>trust</b> others and give and receive <b>constructive feedback</b> and <b>support</b> each other</li> <li>• We are driven to make a <b>positive difference</b> everyday.</li> </ul>

### Post holder acknowledgement

I acknowledge that I have received a copy of this job description and accept that the responsibilities of the post are as indicated

Signature \_\_\_\_\_ Date \_\_\_\_\_

July 2023

