



Role Profile

Reference Number	IFS030
Role Title	SEND Case Officer II
Directorate	Children's Services
Department	Inclusion and Family Services
Reports to	SEND Case Team Manager

Role Purpose

To manage an allocated caseload of children and young people with Special Educational Needs and Disabilities (SEND), administering the assessment procedures and supporting the implementation of Education, Health and Care Plans, to ensure that educational needs are met through appropriate additional provision, and any appeals are resolved.

Accountabilities

- Co-ordinate the Special Education Needs and Disability assessment process so that children and young people's educational needs are assessed appropriately in accordance with defined policies and procedures, and meet statutory requirements. This includes co-ordinating with all the professionals and practitioners involved in the assessment process, so that assessments are holistic and joined-up.
- Provide advice and support to parents/carers of children and young people with SEND or those whose children going through assessments, to ensure that they have accurate information and understand the processes and their statutory rights, and enable them to make well-informed decisions and contribute their views effectively.
- Make evidence based and outcome focused recommendations regarding placements, educational provision and resources for children with Education, Health and Care Plans, so that the additional provisions secure educational progress for the child or young person.
- Monitor the progress of and provision in place for children and young people with Education, Health and Care Plans, to ensure that it continues to meet their needs appropriately and delivers educational progress. This will include amending plans and supporting children and their families through school transitions.
- Build and maintain close working relationships with educational settings to consult with them regarding their provision, support them in implementing the BCP Graduated Response, and facilitate the early identification of children and young people with Special Educational Needs.
- Organise and chair meetings and reviews with parents, schools and multi-agency professionals to discuss specific cases, issues associated with provision or formal mediation regarding assessments or plans, providing professional advice on complex special educational needs issues, and relevant statutory requirements and processes.
- Where required, contribute to the defence of appeals at the Special Educational Needs and Disability Tribunal by supporting the efficient and timely preparation cases, ensuring high quality preparation for complex case work, presentation and follow-up in line with statutory requirements and Council processes.
- Collate information regarding placements and education destinations for children with SEND, to inform the commissioning of SEND placements.
- Support trend analysis and demand forecasting for the SEND service by analysing data and interpreting customer information to provide insights and recommendations.
- Maintain accurate records so that information is accessible, auditable, and can be used in any appeals procedures.

Knowledge / Skills / Experience required

- Degree in a relevant subject, or equivalent experience.
- Knowledge of relevant legislation, regulations and statutory guidance associated with children and young people with Special Educational Needs and Disabilities.
- Thorough knowledge of the statutory framework of the assessment processes and procedures relating to Special Educational Needs and Disabilities.
- Experience of building good working relationships with children, young people and families in a professional context in a variety of settings.
- Experience of working in a multi-agency setting.
- Ability to relate to and develop relationships with a range of professionals, parents and young people.
- Ability to provide advice and guidance, and mediate in difficult situations.
- Ability to plan and organise own workload, and manage competing demands.

Dimensions of role

- The role does not manage a team.
- The role does not have any financial delegation.
- Planning focused on managing a caseload.

Notes

Date:	01/02/2021
Working Conditions:	<ul style="list-style-type: none"> • The role may need to manage contentious situations, or situations where individuals being advised or supported display challenging or confrontational behaviour.
Working Arrangements:	<ul style="list-style-type: none"> • No specified working arrangements outside of a normal working pattern.