



JOB DESCRIPTION (JD) AND EMPLOYEE SPECIFICATION (ES)

Standard Template

JOB TITLE:	SEND Reviewing Officer		
GRADE:	Grade 9	SERVICE AREA:	Children's Services – Access & Achievement (SEND)
JOB CODE:	CHI257SENG9 JE Checked 05/08/2021		
REPORTS TO:	EHCP Strategic Team Manager	LOCATION:	Education Development Centre
SPECIAL CONDITIONS:	This post is covered by the Government's Code of Practice on the English Language Fluency Duty for public sector workers.		

1. Main purpose of the job role:

- Work constructively with schools, settings, colleagues and partner agencies to monitor the provision made for children and young people with SEN and the impact that is having on improved outcomes
- Monitor the impact of children and young people's progress against the objectives and Outcomes agreed in the plan with the current provision, family and child / YP through attendance at the annual review
- Evaluating the impact of outcomes at a systemic level; including the development of systems and processes to facilitate this
- Work in partnership with parents, schools and partner services to resolve issues related to placement of and provision for EHC pupils by analysing trends based on data emerging at annual reviews with regard to progress, placements and process.
- Prepare for annual review meetings by studying reports and case file information so that it is a productive meeting and all views and contributions are valued
- Attend annual review meetings and offer appropriate challenge regarding progress towards the objectives of the plan, pupil progress, attainment levels and associated provision.
- Report systematically following attendance at annual review meetings and prepare requests to the SEND panel for changes in provision based on clear evidence and information
- Offer advice and guidance to parents, schools and partner services on the statutory process
- Develop and deliver training to SENCOs and other key partners in conjunction with colleagues in the SEN Team
- Deliver training and support to the wider SEN Team, to empower staff to attend more complex annual reviews
- Work closely with SEN Finance to understand the funding of EHCPs so that it is clear and any proposed revisions are costed, accurate and reflect value for money
- Work constructively with schools, colleagues and partner agencies to monitor the provision made for children and young people with SEN and the impact that is having on improved outcomes
- To work in partnership with all schools to deliver value for money at an individual and whole school level.
- Supporting and coproducing effective models of participation through annual reviews with appropriate accountability

2. Role specific duties and accountabilities:

Services

1. To develop/support and promote a strong customer-focussed performance culture within the service team, ensuring the provision of cost effective, efficient, high quality services to the Council, its members and its departments in line with their identified needs.

2. Ensure services are provided to the highest possible standards within the resources available. To implement effective systems for setting targets, managing performance, reporting systems, identifying and overcoming weaknesses and delivering sustained improvements.
3. Provide clear, balanced and accurate advice and guidance to the senior management team on issues arising within the post holder's areas of responsibility.
4. To ensure that all data pertaining to the delivery of the service is accurate and that the monitoring and review of processes and practices relating to data is timely and robust. Where significant issues are identified appropriate remedial action is taken to address them.

People

1. To manage the performance of the service team(s) for which the jobholder is responsible, and to respond and deal with weak/poor performance. To develop appropriate performance indicators as required.
2. To promote the development of a confident learning culture within all service areas for which the jobholder is responsible, including the requirement that all staff have and achieve personal/professional development plans that are integrated with the Service Plan. Manage the personal development scheme/strategy with respect to staff within the post holder's team in accordance with the council's Policies.
3. The post holder is responsible for his/her own self development on a continuous basis and for developing and maintaining a substantial body of up-to-date knowledge of the specialist area and a detailed generalist knowledge across a wide spectrum of related fields, and as such will be expected to undertake suitable development and training.
4. To enhance own performance, working constructively with the line manager to identify personal strengths and agreeing action in relation to development needs.

Quality

1. To support the development of a culture of continuous quality improvement within the services for which the jobholder is accountable, providing advice and encouragement for the implementation and monitoring of quality policies, standards and systems.
2. To ensure that output and quality of work is of the highest quality and accords where appropriate with current regulations/legislation/Council standards.
3. To promote/lead in the development and implementation of new ways of working and modernised service delivery, including the use of e-working.

Resources

1. To negotiate and/or manage the financial resources required to support the Business Plan and to manage service provision within the allocated budget.
2. To manage the effective planning, deployment and control of the resources available so as to enable the achievement of agreed targets, objectives and standards. To restructure services as necessary to ensure resources are deployed to optimal effect.
3. To manage and monitor all service budgets as appropriate and ensure probity and stringent financial control is implemented ensuring maximum cost efficiency in all aspects of management and administration.

3. Corporate duties and accountabilities:

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.

- Through personal commitment and clear action, the postholder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.



JOB TITLE SEND Reviewing Officer		GRADE G9	
		Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T	WEIGHT CODE shows relative importance Low=1 Medium=2 High=3
Behaviours: <i>refer to corporate behaviours document</i>			
Professionalism - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.		A/I	3
Leadership - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.		Not Applicable	
Accountability - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.		A/I	3
Transparency - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.		A/I	3
Ethical - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.		A/I	3
Abilities/Skills: (refer to JE guidance document)			
Ability to communicate verbally with service users and provide advice and/or information in accurate spoken English.		I	3
Evidence of commitment to continued professional development		A/I	2
Substantial knowledge and understanding of the statutory requirements in relation to SEND		A/I	3
Knowledge of strategies for successfully planning and organising inclusive programmes of educational support for children and their parents/carers, within a multi-agency support model		A/I	3
Knowledge of issues surrounding Safeguarding and Child Protection		A/I	3
Ability to use data effectively in setting targets		I	2
Understanding of the role of management in monitoring effectiveness and maintaining a climate for review and evaluation		A/I	3
The ability to motivate and inspire staff and service users to strive for excellence		A/I	3
Ability to lead and manage specialist educational support in accordance with Council policies and procedures		A/I	3
Ability to lead and nurture the professional development of staff and develop a customer focused culture		A/I	3
Ability to conduct staff induction and performance management effectively		A/I	2
Ability to implement a statutory framework, monitor, review and quality assure processes, customer satisfaction and outcomes		A/I	3

Excellent inter-personal skills in order to deal effectively with a wide range of service users and situations	A/I	2
Ability to organise and chair meetings involving a range of stakeholders	A/I	2
High level organisational skills and the ability to meet demanding dead-lines	A/I	3
Ability to work effectively within a dynamic multi-agency environment	I	2
Experience:		
Successful experience of managing and/or developing the practice of others, including organising and delivering staff development training, induction and performance management	A/I	3
Experience of leading a group of colleagues to develop policy and/or practice in relation to groups of vulnerable children (which may include SEND and LAC)	A/I	2
Substantial and successful experience of working in close partnership with families and contributing to a multi-agency model of support.	A/I	2
Experience of successful liaison and close working with a range of outside agencies and services	A/I	2
Successful recent teaching experience in primary / secondary / Special school	A/I	3
Evidence of commitment to continued professional development	A/I	2
Qualifications:		
Qualified Teacher Status and/or other relevant high level professional qualification(s) for working with children and young people with additional needs	A	
Further specialist qualifications in key areas linked to working with children and young people with additional needs	A	
Other essential requirements:		
An awareness of, and commitment to, equality of opportunity	I	3
Awareness of, and commitment to, confidentiality and handling data	I	3
Prepared by:	Emma Thornbery	Date: 12.08.19