

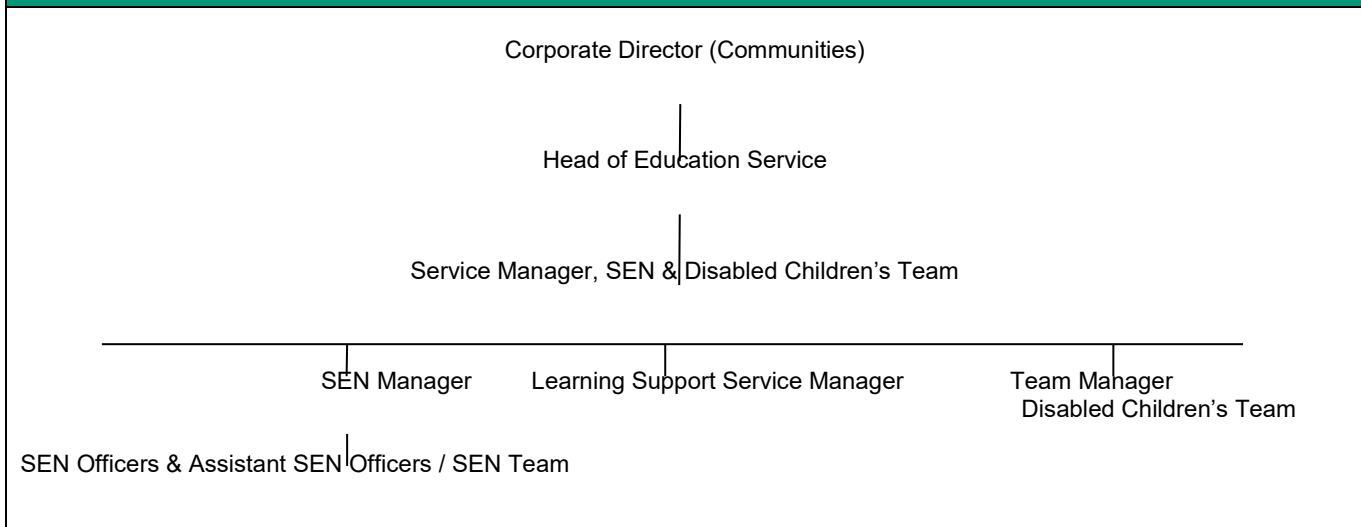
Job Description and Person Specification

Job title:	Assistant SEN Officer
Directorate:	People
Service:	Education Services
Team:	SEN
Post number:	
Salary grade:	G
Work location:	West Street
Reports to:	SEN Manager
Supervises:	N/A

Job Purpose

To contribute to the management of statutory assessments, to identify, assess and provide provision for the special educational needs of children for whom the Authority is responsible.

Structure Chart



Main Duties and Responsibilities

- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the WBC Health and Safety policy and any service-specific procedures / rules that apply to this role.
- To provide administrative support relevant to the completion of statutory assessments under the 1996 Education Act & Childrens and Family Act 2014, and the maintenance of Education Health and Care Plans.
- To have an understanding of the timescales which apply in a range of different circumstances and to process assessments in an efficient and speedy manner within the

Main Duties and Responsibilities

statutory time scales.

- To monitor assessment time scales and to provide regular information to the Special Needs Manager as required, alerting him/her to any potential difficulties in meeting timescales.
- To liaise where appropriate with Headteachers, Educational Psychologists, Medical Officers and other professionals on a number of issues including the collation of advice for statutory assessment.
- To receive incoming correspondence, and to respond or redirect material in line with procedures agreed with the SEN Manager.
- To screen all requests for statutory assessment received from schools, ensuring that all information likely to be required by the SEN Panel has been submitted, before putting cases forward to the Panel. To request any outstanding information from Headteachers.
- To demonstrate a sensitive and supportive attitude when processing material relating to multi-professional assessment procedures and when dealing directly with parents and professionals. To ensure that information is handled confidentially at all times.
- To support with administrative work relating to pupil admissions to West Berkshire special schools, resourced schools and Pupil Referral Units.
- To support with the admission of EHCP pupils to West Berkshire mainstream schools, liaising with the Admissions Officers, particularly relating to secondary transfer procedures.
- To support the SEN Team to ensure that all pupils requiring annual reviews have been identified and that trigger letters have been sent.
- To deal with administrative work relating to Annual Reviews of EHCP pupils.
- To maintain and update accurate manual and computerised records of pupils attending specialist schools or resources, including West Berkshire pupils placed in other LEA provision or in non-maintained schools.
- To collate and present statistical information about pupils' special educational needs, using spreadsheet software as appropriate.
- To draft letters relevant to cases as required by senior officers.
- To provide general support to senior officers on case work matters, including provision of briefing notes and case summaries. To be aware of and anticipate potential problems relating to individual cases and to alert senior officers.
- To undertake any other tasks as the Director of Education may from time to time reasonably require.

Scope (impact on/control of resources, people, money etc)

Impact

The postholder will act as an Assistant SEN officer which is a high volume, customer-focused function, with statutory deadlines to meet and a statutory Tribunal to which parents can appeal, and as a case worker, dealing with administrating complex cases.

Budget

The postholder will not have direct budget management responsibility.

Person Specification

Qualifications	Essential/	Desirable
Education to A level or equivalent	E	1
Professional qualification in Education	D	1
Experience		
Experience of working with parents and families	D	1
Experience of multi agency working	D	2
Knowledge and understanding		
Working knowledge of a range of SEN and disabilities	E	1
Knowledge of the Children and Families legislation including the SEN Code of Practice	D	1
Knowledge of other related legislation, including legislation governing Adult Social Care, the Children Act and safeguarding processes	D	2
Knowledge of the Equality Act particularly in relation to children and young people with disabilities	D	3
Skills and abilities		
Ability to use Outlook, and a web browser to access information	E	1
Basic ability to use Microsoft Office (Word, Excel, PowerPoint etc)	E	2
Good level oral communication skills including the ability to communicate effectively in a variety of situations, face-to-face, telephone or large group	E	3
Excellent written communication skills including ability to draft clear and concise plans	E	4
Interpersonal skills: the skills to relate effectively to parents, professionals and colleagues	E	5
IT skills including ability to use Microsoft Office software	E	6
Ability to use SEN Module of Capita One system and RAISE system.	D	1
Work-related personal qualities		
Tact and diplomacy; the ability to deal with sensitive and confidential issues that require a variety of approaches	E	1
Ability to remain effective and professional in challenging and difficult situations	E	2
Ability to establish good working relationships	E	3
The ability to set and meet deadlines	E	4
Ability to work independently and on own initiative, requiring minimal supervision	E	5
Well organised and methodical	E	6
Ability to work in a pressurised environment	E	7

High level of personal resilience	E	8
Other work-related requirements		
Commitment to promoting and implementing equal opportunities	E	1
Commitment to customer care practices	E	2
Commitment to person centred approaches, personalisation and key working functions	E	3
Willingness to work flexible hours to meet the needs of the Service	E	4
Car driver with valid licence	D	5
Enhanced DBS check with relevant barred list/s	Yes	n/a
Politically restricted post?	No	n/a
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2017; the requirement to fulfil all spoken aspects of the role with confidence in English applies.	E	6