



Job profile

Special Educational Needs and Disabilities Annual Review Officer Grade F

Group	Children, Adults and Families
Post Title	Special Educational Needs and Disabilities Annual Review Officer
Location	Dryden Centre but moving to Gateshead Civic Centre
Service	Special Educational Needs and Disabilities
Line Manager	Monitoring and Quality Assurance Manager (SEND)
Car User Status	Casual

To provide efficient and effective administration for the SEND Team including offering appropriate support and guidance to parents, schools and other professionals. This will include overseeing the annual review process to ensure effective and timely delivery of the amended EHC Plans.

The key roles of this post will include:

1. To be the main point of contact for young people/parents/carers and co-ordinate the SEND annual review process within the statutory timescales.
2. To collate information to assist in the production of reports to support the monitoring of SEND funding within education, health and social care and to advise and support schools in the use of costed provision mapping.
3. To support the work of the SEND Service by collating agendas and taking minutes of meetings.
4. To assist the management of the team and ensure performance indicators are met for the Service through the preparation of statistical and other reports.
5. To co-ordinate the attendance of relevant professionals at SEND Review meetings, ensuring that all necessary documentation is distributed prior to review meeting.
6. To attend Annual Review/ Action Planning meetings as representative of the SEND Service, where appropriate.
7. To act as case officer for amending Education, Health and Care Plans which may include undertaking home visits to discuss plans with the parent/young person



8. To establish and administer the processes and systems associated with the SEND Team ensuring that appropriate records are maintained, through use of Agresso, EMIS, Civica and Care First
9. To liaise with schools, care providers and other LA services to collate data to assist the work of the SEND Monitoring and Quality Assurance Team and to ensure that relevant education and care packages have been provided.
10. To supervise and offer training/development to administrative staff within the Team and also to school staff in relation to the annual review process.
11. Such other responsibilities allocated which are appropriate to the grade of the post.



Essential

Knowledge of:

- SEND Code of Practice
- Local government experience

Qualifications:

- A minimum of 5 GCSE's grades A-C, or equivalent including Mathematics and English.
- NVQ Level 3 in Business Administration or equivalent

Experience of:

- Excellent IT skills to use a range of Microsoft Office software and experience of the implementation and maintenance of manual & computerised information systems.
- Able to organise workload, prioritise competing demands and work to deadlines.
- Taking minutes
- Working on own initiative.
- Liaising with school and other professional staff.
- Collating data.

Desirable

Knowledge of:

- Knowledge and experience of working in children's services

Qualifications:

- Relevant Degree

Experience of:

- Updating EHCPs within a SEND admin team or school setting



Competencies

Customer Focus	Puts the customer first and provides excellent service to both internal and external customers
Communication	Uses appropriate methods to express information in a clear and concise way to make sure people understand
Team Working	Works with others to achieve results and develop good working relationships
Making things happen	Takes responsibility for personal organisation and achieving results
Flexibility	Adapts to change and works effectively in a variety of situations
Learning and Development	Actively improves by developing and applying new skills and knowledge and learns from past experiences