

JOB DESCRIPTION

Job Title	SEND Senior Assessment & Review Officer (Senior SEND Officer)			
Directorate	Children & Families			
Reporting to	Service Manager - SEND Operational Manager			
Grade	10			
Evaluation ref:	AG0918	Job ref:	Family	PRC10
Role purpose				
Responsible for the operational delivery for the Statutory Assessment and associated SEND processes ensuring that the LA meets its statutory responsibilities. Support the LA in meeting the requirements of the Children and Families Act 2014 and the SEND code of Practice 2015.				
Responsibilities				
Responsible for the operational delivery for the Statutory Assessment and associated SEND processes ensuring that the LA meets its statutory responsibilities. Support the LA in meeting the requirements of the Children and Families Act 2014 and the SEND code of Practice 2015.				
Promote professional standards in the service by delivering outcome focussed assessments and contribution to the service and the wider success of the Council and Local Area for Special Education Needs and Disabilities (SEND).				
Act as the Lead for Education, Health & Care assessments (EHCPs) ensuring that plans are of a high quality and are reflective of the young person's needs.				
Lead on an area of specialism, taking responsibility for the portfolio. A range of specialisms will be required across the team of Senior Assessment and Review Officers, which will include Management, CLA, Independent Commissioning, CYP in Specific Circumstances (e.g. EHE/YOT/Young Carers & SME), SENCo. Support and Development, School Funding and Training.				
Directly manage a small team of Assessment and Review Officers. Ensure effective management of all staffing matters within their service area, including supervision, appraisal, sickness absence, capability. Ensure service key performance indicators are achieved and highlight any concerns to the SEND Operational Manager.				
Act as a key point of contact for children, young people, and their families with complex special educational needs to include ensuring appropriate arrangements of services, advice, support, and guidance.				
Co-ordinate practitioners and services around the needs of child, young person, and their family, identifying when specialist (Social Workers; Educational Psychologists; Occupational Therapists; Speech & Language Therapists and other professionals)				

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involvement is required, make the appropriate contacts, and ensure effective liaison with these practitioners, including person centred planning meetings.

Promote the early identification of children and young people with special educational needs and/or a disability in line with early support principles by working in a multi-agency approach.

Take a lead for advising colleagues on how to increase inclusion support within universal settings and work in close partnership with settings/services securing the best outcome for children & young people.

Take a specific lead for a vulnerable group as outlined by The Special Educational Needs & Disability Code of Practice 2015. Oversee this cohort, research, data collection and partnership working.

Take a lead on the quality and effectiveness of inclusive practice, e.g. by developing training in response to government initiatives and identified needs in line with early support principles.

Oversee and manage caseload co-ordination including relevant decisions and authorisations in line with the Somerset SEND Scheme of Delegation.

Manage own caseload which will comprise of some of the most complex individual cases, using initiative to solve problems and/or inform Managers when you are aware of potential issues.

Act as lead professional and represent the Local Authority in complex cases, including co-ordination and attendance at Disagreement Resolution, Mediations and Tribunal Hearings where appropriate, including all preparatory work.

Apply relevant criteria and resource allocation systems in relation to the provision of personal budgets and provisions/services.

Promote and instil a performance management culture across all activities. Initiate evaluations of the service to ensure that on-going performance is maintained and improved.

Work with Strategic and Service Managers across education, social care, health services (0-25 years) and partner agencies to develop and apply quality standards and best practice ensuring consistency and compliance with Council policies, legislation, and the requirements of the Local Safeguarding Children's Board.

Ensure effective liaison with commissioning for individual placements through the EHCP process in accordance with the SEND Code of Practice principles and requirements.

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Support conflict resolution ensuring that the Local Authority's decision making is robust, equitable and transparent.

Represent the Local Authority at SEND Tribunals.

Impact

Contacts & Relationships

The principal purpose of the role is to ensure that a consistently good standard of service is delivered to children and families in Somerset meeting or exceeding Statutory, Council or Service standards.

The postholder will need to develop and maintain a network of colleagues in SC and Health Managers, private, voluntary and community sector leaders and managers and other bodies/agencies, both locally and nationally in order to develop the service in line with best practice and ensure that combined resources are optimised in the delivery of services and a coherent approach to service improvement.

The postholder requires excellent communication skills to ensure effective feedback arrangements from clients and customers and to enable effective management of County Wide teams during changes to achieve new ways of working.

The postholder will report directly to the SEND Operational Manager and will have day-to-day contact with the Team.

Resources

Will as required manage a small team of Assessment and Review Officers.

Knowledge / Experience / Skills

	Essential	Desirable	
Knowledge			
Knowledge of relevant legislation relating to SEND, including but not exhaustive The Equality Act 2010, Children & Families Act 2014, Special Educational Needs and Disability Code of Practice 2015.	X		
Sound understanding and practice of multi-disciplinary working.	X		
Evidence of skills, knowledge and experience to be able to assess and manage risk for the most vulnerable children.	X		

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Experience			
Experience of working with IT Client databases.	X		
Experience of working within the Council's safeguarding policies and procedures.	X		
Experience of leading multi-agency meetings.	X		
Strong evidence that you are a team player who can lead but also can demonstrate the ability to work on your own initiative whilst prioritising tasks.	X		
Qualifications / Registrations / Certifications			
Recognised and relevant professional qualifications e.g. teaching qualifications, social work, other level 6 qualifications, management qualifications.	X		
Evidence of work-related continuing management development.	X		
Experience of writing excellent, concise and quality person centred plans.	X		
Skills			
Ability to speak fluent English as stated in Part 7 of the Immigration Act (2016).	X		
Ability to demonstrate effective time management, excellent organisation, ability to prioritise and effective delegation.	X		
Ability to establish a successful, honest and trusting relationship with the child, young person, family, school staff and other professionals.	X		
Working Conditions			
Working Arrangements			
Somerset Council's dynamic Working Strategy will be applied to this position.			

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Corporate Responsibilities

Ensure compliance with all relevant legislation, organisational policy, and professional codes of conduct to uphold standards of best practice.

Deliver the aims of the council's equality, diversity and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do, ensuring team members are also aware of their responsibilities and maintaining their understanding that Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.

Date: June 2025