



brighterfuturesforchildren.org

Senior SEN Resolution Lead

Special Educational Needs Team

Job Description & Person Specification

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Job Information

Post Title	<ul style="list-style-type: none"> Senior SEN (Special Education Needs) Resolution Lead
Reports to:	<ul style="list-style-type: none"> SEN Team Manager
Grade and Salary:	<ul style="list-style-type: none"> RG8b (Spine Point 39-42) without gateway progression
Location	<ul style="list-style-type: none"> Civic Offices, Reading
Conditions:	<ul style="list-style-type: none"> NJC
Direct reports to the post:	<ul style="list-style-type: none"> Assistant SEN Case Officers X 3

Job Purpose

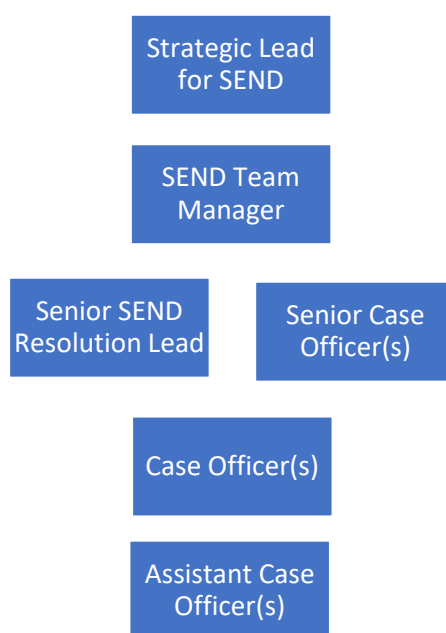
Brighter Futures for Children is a not-for-profit company owned by, but independent of, Reading Borough Council. Although we are independent, we are very much part of the Reading Family. Our staff enjoy all the benefits as other Council employees, including membership of the Local Government Pension Scheme and continuous service.

We work closely with partners in the local community and key organisations including Reading Borough Council, policy, public health and voluntary groups. We are responsible for the delivery of children's social care, early help & prevention and education services (including SEND). This includes fostering and adoption, the Youth Offending Service and traded services with schools.

Our main aim is to protect and enhance the lives of children in Reading. We help families find long-term solutions to ensure children lead happy, healthy and successful lives.

The position of Senior SEN Case Officer is to oversee the management of the statutory assessment, placement and monitoring of pupils with special educational needs, ensuring that the processes are carried out efficiently and effectively within statutory timescales. To oversee the production of good quality, outcome-focussed, co-produced EHCPs. To provide line management for Assistant SEN Case Officers and to provide case supervision for SEN Case Officers and case work advice as needed on a daily basis. This will include workflow management. To oversee the phase transfer process for year 6 and post-16, ensuring statutory deadlines are met. To work closely with Case Officers and the Legal Team to ensure the best outcomes from Tribunal Cases.

Designation of Post within Company Structure



1. Your role

- Support dispute resolution for cases involving children and young people with an Education, Health and Care Plan, including preparation and negotiation in the event of SEN Tribunal Cases.
- Lead on the SEND Team's approach to legal support for effective delivery of the SEND Service, ensuring long term organisational needs are identified and met within a busy and diverse area like Reading. This includes anticipating changing customer needs and their impact on the area of responsibility.
- Identify and secure legislative processes to meet service requirements.
- Attend Tribunal Hearings or legal meetings on behalf of the SEN team.
- Manage, lead and support the service around legislative framework ensuring that the SEND Officers are skilled in the legal framework and can apply this in the implementation in the EHC needs assessments and plans.
- Lead on the analysis of trends in SEN appeals and reviews, with a focus on reducing escalation to the Joint Legal Team (JLT). This includes using data insights to inform early intervention strategies across the wider SEND team, improving early intervention and decision-making processes.
- Conduct regular reviews comparing the outcomes of local authority placements and those directed via tribunal.
- Provide evidence-based recommendations to ensure legally compliant, and needs-led appropriate placement decisions.
- To contribute to the strategic development of SEN provision, places & resourcing for the LA.
- Monitoring of performance against statutory timescales and reporting any exceptions.
- Application of BfFC's policies and procedures relating to safeguarding children, health and safety, security, confidentiality and data protection.
- To support the SEN team with the co-ordination of procedures, placement and funding relating to the statutory assessment, placement and monitoring of progress of pupils with special educational needs and travel.
- To monitor the quality of and amend EHCPs within given timescales.

- To ensure the phase transfer processes of pupils with Education, Health and Care Plans are carried out and statutory deadlines are met.
- To contribute to the implementation and operation of monitoring procedures designed to ensure that annual reviews of EHCPs take place in accordance with statutory requirements, including attendance at reviews as necessary.
- To support SEN Case Officers in resolving complex or contentious cases and with the preparation of cases to be presented to the SEN Advisory Panel.
- To provide supervision and daily management of workflow and workload.
- To provide line management for up to 3 x Assistant SEN Case Officers.
- To meet with parents/carers, and their advocates, in order to discuss issues relating to draft EHCPs and other matters and liaise with school staff, professionals and others as necessary, developing and maintaining good, effective working relationships.
- To attend case conferences, multi-professional meetings and other meetings as required.
- To liaise with staff from other departments within Brighter Futures for Children.
- To oversee and prioritise the timetabling of attendance of colleagues at Annual Reviews.
- To liaise with external professionals, including schools, health professionals, special needs teams in other authorities, CYPIT, and Sensory Consortium.
- To assist the team manager/service manager with the preparation of responses to enquiries and/or complaints from parents/carers, legal representatives, the elected member of parliament and elected members of Reading Borough Council.
- To contribute to the arrangements for intake meetings and resource reviews for specialist resource bases.
- To deputise for the Team Manager as necessary, including chairing panels.
- To carry out additional duties and be involved in project and development work related to aspects of the statutory assessment process and SEN procedures as reasonably required.
- To oversee the effective administration of SEN Casework and to undertake the management of individual cases, including meetings and reviews as appropriate. To meet parents and their representatives as necessary to discuss issues relating to statutory assessment and provision for EHCP pupils.
- Ensure that the child or young person's welfare remains paramount and that any safeguarding issues are appropriately managed in line with Working Together to Safeguard Children and Local Safeguarding Children's Board procedures.
- Promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- Recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with RBC Health and Safety policy and any service-specific procedures / rules that apply to this role.
- The list of duties is not intended to be exhaustive but simply highlights a number of the major tasks of the post. The post holder may be required to undertake additional duties which might reasonably be expected of them and which form part of the function of the post.
- Co-ordinating and overseeing all Tribunal cases alongside the Legal Team to ensure the Local Authority is well represented.
- Co-ordinating and overseeing the delivery of training and sharing of specialist SEND knowledge to Education providers and other associated partners. This will include presenting at key stakeholder and Local Authority events, meetings and training days e.g. SENCO networks, EHCP learning events, bespoke training/ presentation meetings etc.

2. The Prevent duties applicable to all roles

The Prevent duty requires local authorities to help prevent the risk of people becoming terrorists or supporting terrorism. It sits alongside the safeguarding duties of professionals to protect people

from a range of harms. The duty helps to ensure that people who are susceptible to radicalisation are supported as they would be under safeguarding processes.

Responsibilities:

- Have a good understanding of Prevent by undertaking training as specified by BFfC to recognise where a person might be susceptible to becoming radicalised into terrorism.
- Be aware of the Channel Programme to provide support to safeguard individuals and undertake training as specified by BFfC on how to make a Prevent referral if they think someone is at risk of being radicalised.
- Work in partnership with the police and other public sector partners in providing support to individuals adopted into the Channel process.

3. Relationships – who you will work with

Internal:	<ul style="list-style-type: none"> • All levels of staff within Brighter Futures for Children
External:	Develop and promote strong partnerships with: <ul style="list-style-type: none"> • Schools & Colleges (both Reading & Out of Borough) • Parents & Families • Reading IASS • Health Professionals • Other LA SEN Teams • The Joint Legal Team

4. What your performance will be measured against

- Personal objectives set as part of probation, 1:1s, Appraisal & your continuous professional development.
- Quarterly performance targets including statutory timescales.

5. Your level of autonomy

- Required to work as part of a small team as well as using own initiative to deliver objectives.
- Responsibility for Quality Assurance particularly in relation to EHC plans.

6. Personal Attributes

- Confident
- Confidentiality
- Approachable
- Friendly
- Uses initiative

7. Scope of Job (Budgetary/Resource Control/Impact)

- The post holder has some financial responsibilities as outlined by Finance Officer & HOS.

Special/Other Requirements/Responsibilities of this Post

The post makes a key contribution to ensuring that:

- The Authority meets the Audit Commission requirements on the completion of Statutory Assessments within the statutory timescales.
- Schools and other professionals are provided with the information to enable them to carry out their duties in relation to Statutory Assessments.
- Parents and carers are provided with information to help them understand the assessment procedure and are kept informed throughout.

Level of DBS check required for this post	Enhanced with a check of the barring list(s)
If *, does the post require a check against the list of people barred from working with vulnerable adults?	YES
If *, does the post require a check against the list of people barred from working with children?	YES
What other security/safer recruitment clearances are required for this post?	NONE
Is this post "politically restricted"?	NO
Responsibility for Health & Safety:	Health & Safety Level 1
Please specify responsibility for implementing the company's risk management strategy.	N/A
Please specify any other Statutory Duties and/or responsibilities of this post not already covered in the "Main Duties & Responsibilities" above	N/A

Person Specification

Qualifications & Education

Essential:

- Graduate in a relevant discipline or equivalent experience relevant to the post.
- Evidence of professional and personal development relevant to the post (e.g., seeking training around working in the SEN system/ understanding of the tribunal system).

Experience

Essential:

- Previous experience of working within the education sector, either in a Local Authority or educational setting, including at least two years' experience of managing a SEN caseload.
- Experience of working with parents and families - to be able to develop excellent working relationships with families and work effectively with them in a person-centred way. To be able to deal with challenging situations.
- Experience in managing aspects of the SEND tribunal process, including case coordination, communication with families and professionals, and contributing to effective dispute resolution.
- Experience of multi-agency working - to have an understanding of the roles of different agencies, to be able to lead multi-agency meetings effectively, manage negotiations, challenge where necessary and mediate if required.

Knowledge, Skills, Abilities & Competencies

Essential

Knowledge

- A sound knowledge of the SEN Code of Practice and understanding of the statutory assessment process for pupils with special educational needs. Working knowledge of the legal and statutory framework governing SEND tribunals, and the role of mediation in resolving disputes.
- Knowledge of other related legislation, including legislation governing Adult Social Care, the Children Act and safeguarding processes - to ensure that practice is consistent with wider statutory requirements.
- Good working knowledge of a range of SEN and disabilities - to ensure that assessments and plans are of a high quality and appropriate to the child's specific needs. To be able to interpret professional reports from a range of agencies and use them to develop outcomes based holistic plans.
- To ensure that practice is fully compliant with legislation and statutory guidance on SEN and disability and that practice would stand up to scrutiny in the event of SEND Tribunals, LGO complaints or judicial review.
- Knowledge of the Equality Act particularly in relation to children and young people with disabilities - to ensure that practice is consistent with Equality legislation and to support schools and other agencies to work in a way which complies with this legislation.
- Understanding of and commitment to person centred approaches, personalisation and key working functions - to be able to work in a way which supports and empowers parents and to support other professionals to work in a person-centred way, including participation in training as required.

- Thorough knowledge of the services and agencies which might be involved in EHC assessments and EHC Plan delivery - To ensure that appropriate and good quality assessments are carried out as part of the EHC process.

Skills & Abilities

- It is expected that candidates will possess skills in Customer Focus, Development, Relationships, Personal Effectiveness, Expertise, Communication Skills (if appropriate), Managerial (if appropriate), Health and Safety, Equalities & Finance.
- Excellent verbal communication and presentation skills including the ability to communicate effectively in a variety of situations, face-to-face, telephone or meetings/groups - to be able to manage meetings, discussions and negotiations effectively. To be able to participate in delivery of training for other professionals as required.
- High level writing skills and ability to write letters and reports for a range of audiences.
- Negotiation skills: ability to negotiate and to recognise and resolve conflicts between demands and resources, remain calm in stressful situation, empathise with service users and respect the roles and opinions of other professionals. To be able to manage parental expectations about resources.
- Interpersonal skills: the skills to relate effectively to parents, professionals and colleagues - to establish and maintain productive working relationships. To be able to influence behaviours of others in order to achieve the best outcomes.
- Ability to produce and interpret statistical information.
- Ability to work independently, organising and prioritising work in order to meet deadlines, using own initiative to solve problems and resolve difficult situations, but also to motivate others and work effectively as a member of a small team.
- Mediation skills - to be able to mediate between parents and professionals or between professionals where difficulties in relationships or differences of view arise.
- Good ICT skills, including ability to use Word, Excel, Power Point and databases efficiently.
- Ability to use SEN Module of EMS - to access data about children and store data electronically.
- The ability to set and meet deadlines - to meet statutory and other deadlines and manage workload effectively.
- Analytical thinking and ability to make sound judgements based on appropriate evidence - to be able to analyse complex issues and plan an appropriate way forward. To ensure that decisions are sound and can be clearly justified.
- The Ability to work in a pressurised environment - to be able to manage a large workload, prioritise and meet deadlines.

Specific Working Requirements

- Ability to attend meetings in and outside Reading through being a Car driver with regular use of a car or other means.
- Attend court hearings and mediations.
- Be prepared to lead on service development and policy work within the service.
- A willingness to work outside office hours on an occasional basis in order to respond to specific service requirements.
- A satisfactory Enhanced DBS.
- Ability to work at any council site across the Borough to meet the needs of the service.
- Commitment to increasing knowledge of educational, legal and child development issues relating to special educational needs.