Post Specification

Post Specification - Key Information

- **Post Title: Senior SEND Officer**
- **Date: June 2026**
- **Post Group Number: 9047**
- **Job Family: People, Care and Development**
- **Job Family Role Profile: PCD14**
- **Final Grade:15**

To be read in conjunction with the job family role profile.

Service Area Description

The SEND Team is part of Children's Services (Education Directorate). It is responsible for coordinating and completing Education, Health and Care Needs Assessments (EHCNAs) for children and young people between the ages of 0 – 25, within statutory timescales. The SEND Team is responsible for ensuring that Education, Health and Care Plans (EHCPs) are high quality, reviewed at least every 12 months, and amended to reflect Phase Transfers at key stages of a child or young person's education in line with statutory guidance. This work ensures that the Council meets its statutory duties in relation to the assessment, placement and monitoring of children and young people with Special Educational Needs and Disabilities (SEND), in accordance with the Children and Families Act 2014 and the revised SEND Code of Practice.

Purpose of this Post

Senior SEND Officers line-manage SEND Officers and work with the SEND Team Manager and Senior Manager for SEND to ensure effective delivery of the Directorate's policies and procedures which relate to all areas of:

- Education, Health and Care needs assessment and re-assessment
- Issuing and maintaining EHCPs
- Reviewing and monitoring provision for pupils with an EHCP via Annual Review
- Education placements
- Quality Assurance of EHCPs and Annual Reviews

Senior SEND Officers provide operational support to the SEND Team Manager/Senior Manager as required, including attendance at multi-agency meetings. They support the implementation of the council's operational plans for Annual Reviews and amendments of EHCPs and manage complex cases where a child or Young Person is undergoing an EHCNA or has an EHCP.

Key Job Specific Accountabilities

- Line-manage a team of SEND Officers, support and supervise casework and professional development to ensure the services provided are of a high quality, meet corporate standards and are delivered within the budgets and timescales as defined in the Children and Families Act 2014, SEND Code of Practice 0-25 and all relevant contracts and SLAs.
- Monitor statutory timescales for EHCNA and Annual Reviews of EHCPs and support actions to meet compliance.
- Coordinate and support on mediations and SENDIST appeals.
- Attend mediations and Tribunal hearings to present case information, in line with agreed Local Authority positions and Tribunal requirements. Oversee the EHC needs assessment process, the production,

maintenance and amendment of high-quality, person-centred EHCPs and contribute to discussions regarding resource allocation and education placement.
- Attend Statutory and internal Resource Panels, and present information at Exceptional Panel.
- Support the SEND Team Manager with efficient and appropriate use of public funds by identifying cost-effective provision which provides good outcomes for children and young people with an EHCP.
- Monitor the quality of draft and amended EHC Plans, using the Westmorland & Furness EHCP Quality Assurance Framework.
- Support the development of practice and processes within the team to meet service needs.
- Work in partnership with parents/carers, children and young people and develop effective relationships with education settings including early years and Post 16, professionals and other agencies.
- Manage a complex case caseload and participate in multi-agency meetings, including team around the child meetings, annual reviews as appropriate and tripartite funding requests.
- Support the investigation of complaints and contribute to responses on behalf of the team.
- Actively promote W&F's commitment to safeguarding and promoting the welfare of children and young people in line with local and statutory guidance/legislation.
- Support the SEND Team Manager to plan for and commission services, based on data analysis and customer feedback, to ensure the right quality and range of services are available.

General Responsibilities

- Support the overall management of the SEND Service, leading and participating in cross-service terms on specific policies and projects, as required by the SEND Manager.
- Develop and maintain efficient procedures and systems to improve the effectiveness of the SEND service.
- Support the development and implementation of appropriate financial management systems.
- Ensure effective record-keeping is in place across the SEND team.
- Support with the recruitment, selection, induction, development and supervision of staff within the SEND service, as appropriate.
- Support efficient and flexible teamwork, to ensure service objectives are delivered.
- Support the continuous improvement of service delivery through systematic development planning and performance management.
- Contribute to the development of partnerships working with all relevant agencies, particularly education providers, other Directorate services, Health and the voluntary sector including the development and delivery of training and support packages.

Key Facts and Figures of the Post

- **Budget Responsibilities**: plan provision to support children's SEND in a way which facilitates efficient budget management
- **Staff Management Responsibilities:** line-management of SEND Officers
- **Other:** None

Essential Criteria

Qualifications:

- A degree **and/or** appropriate professional qualification **and/or** substantial relevant experience in SEND or EHCP processes.

Knowledge:

- Code of Practice (January 2015) and associated statutory responsibilities.
- The Children and Families Act 2014 and all associated legislation, including SENDIST regulations.
- Statutory duties of a Local Authority in relation to EHCPs.
- Understanding of the additional needs of vulnerable groups including Looked After Children and those with SEND.
- Educational attainment and progress measures.
- Awareness of funding mechanisms available i.e. High Needs Block funding and the equitable allocation of resources.

- Early Years, schools and Post-16 settings, including awareness of delegated funding processes and ability to signpost to sources of appropriate support.
- Social Care and Health responsibilities re. EHCNA/Annual Review.

Experience:

- Proven effective line management, including professional development and supervision of staff.
- Delivery of policies and procedures relating to SEND.
- Working within a Children's Service, education setting or similar organisation.
- Demonstrable evidence of delivering high quality service, working to statutory requirements.
- Participation in quality assurance processes.
- Participation in multi-agency meetings.
- Budget and/or resource management.
- Working in partnership with parents/carers and young people.
- Working in partnership with Early Years providers, schools, college and associated services and agencies.
- Use of ICT for word processing, spreadsheets, databases and researching information.

Expertise:

- Analyse complex information, solve problems and produce clear and concise information.
- Use initiative to identify solution-focused outcomes using statutory procedures and local policies as a guide.
- Complete tasks to potentially conflicting deadlines, re-prioritise work as appropriate and manage time and workload effectively.
- Work effectively as an individual and a member of a team.
- Chair or contribute to meetings with Parents/Carers and supporting agencies.
- Ascertain important information from written reports and convey this within EHCPs.
- Communicate clearly and effectively with a range of professionals, families, carers and young people.
- Good standard of written communication.
- Strong ICT skills, including Word and Excel.
- Manage complex casework
- Excellent teamwork skills, including participation in multi-agency teams.
- Work collaboratively with other agencies to achieve positive outcomes for children and young people.
- Solution-focused coaching and supervision skills to effectively support team members.
- Confident to work under pressure and manage and prioritise caseload effectively.
- A 'can do' approach with a positive attitude.

Disclosure and Barring Service (DBS) Checks

- This post requires a DBS check.

- The level of check required is:
    - DBS Enhanced – Children

Job Working Circumstances

- **Emotional Demands:** Occasionally job involves some generally distressing situations for others.
- **Physical Demands:** Normal
- **Working Conditions:** Some general abusive language and aggressive behaviour witnessed and occasionally directed at the Post Holder as the representative of the Council
- **Other Factors:** None

Other Factors:

- *Travel within the LA will be required in order to attend meetings in schools and at different Council offices.*