

# Job Description and Person Specification

Annual Reviews and Transitions Support

A Lambeth to be proud of



**Job Title: Annual Reviews and Transitions Support**

**Department: Special Educational Needs Service**

**Division: Education and Learning**

**Business Unit: D13141**

**Grade: Scale 5**

**Reports to: Principal Officer**

**Responsible for: N/A**

## **Context**

Lambeth's Special Educational Needs (SEN) Service is a statutory service who are responsible for maintaining educational healthcare plans for children and young people, from 0-25 years.

The Special Educational Needs 0-25 Team works closely with parents, schools, health, and social care services to ensure that children and young people with Special Educational Needs and Disabilities (SEND) aged 0-25 receive the right support to achieve their outcomes

## **Job Purpose**

- To provide comprehensive support to the EHCP Annual Review Tracking team, maintaining accurate, efficient and effective administrative systems and records.
- To provide effective support to enable the efficient review of all EHC Plans ensuring that procedures and timescales are fully compliant with both statutory and locally derived procedures.
- In relation to annual reviews of EHC Plans ensure that schools are notified of annual review meetings due on a termly basis and ensure that completed annual review reports are received from schools and acted on so that the LA completes the review process to statutory timescale.
- Ensures in particular that all transitional annual reviews are completed to time and EHCPs developed to progress the transfer process, to ensure that the 15 February deadline is achieved in all cases.

- Support a person centred, outcome focused multi agency approach to the annual review process, ensuring that children, young people and parents are treated as equal partners in the process.

## Responsibilities

1. Support the annual review cycle of Education, Health and Care Plans (EHC).
2. Guiding settings and parents to the right provision at SEN Support level. Directing them to the Local Offer to find more information on the services available.
3. Close liaison with all educational settings to advise on best practice around reviews and changing needs.
4. Ensuring reliable and accurate systems are in place for the monitoring of Performance Indicators and statutory timescale compliance.
5. To act as the first point of contact for EHCP related queries and to offer advice and support relating to applications for assessment of SEN.
6. To provide excellent customer service and be empathic to the needs of a vulnerable client group.
7. To build and maintain effective working relationships with internal and external partners, parents/carers and service users to support the provision of an effective, efficient and responsive service.
8. To calmly and professionally deal with day to day operational issues relating to the SEN Service, recording and responding where appropriate, and to refer more complex cases to management.
9. To operate any SEN databases as required.
10. To develop a thorough understanding of SEN criteria, and use this knowledge to gather essential and relevant information.
11. To carry out all duties with due regard to the provisions of Health & Safety regulations, the Council's equal opportunities and customer care policies and the New Technology guidelines.
12. To undertake other reasonable duties which are requested by line management.
13. To provide general administrative support, such as message taking, forms management, case file administration/storage/retrieval/destruction, and contribute to minute taking at team meetings and other panels as required.
14. To assist with arranging meetings and other events.
15. To implement the Council's Equal Opportunities policies and to work actively to overcome discrimination on the grounds of race, sex, disability, sexuality or status in the Council's service. To take responsibility appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

16. To carry out the duties of the post in accordance with the Data Protection Act, the Computer Misuse Act, the Health and Safety at Work Act, and other relevant legislation, as well as the Council Policies and Procedures, Standing Orders and Financial Regulations.

## PERSON SPECIFICATION

|   |    |   |                                  |
|---|----|---|----------------------------------|
| <p>It is essential that in you can meet the following requirements for the role and be able to give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A).</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with "Ticks" (✓) on the person specification when you complete the application form.</p> |    |   | <b>Shortlisting<br/>Criteria</b> |
| <b><i>For link/career graded post, please mark knowledge, experience, and behaviours clearly for each grade.</i></b>  |    |   |                                  |
| <b>Key Knowledge</b>  | K1 | Detailed Knowledge of legislation related to Special Educational Needs and other relevant legislation relation to children and young people with SEN.   | ✓A                               |
|   | K2 | Knowledge and understanding of the role of different agencies in this area of work in providing services related to the statutory assessment procedure and meeting the educational need of SEN pupils and young people. | A                                |
|   | K3 | Knowledge of issues relating to support to pupils with SEN, which will enable the post holder to resolve day to day operational issues  | ✓A                               |
|   | K4 | Working knowledge of standard IT packages   | A                                |
|   | K5 | Knowledge of issues relating to funding arrangements for pupils with SEN placed in a variety of settings  |                                  |
|   | E1 | Experience in this area of work gained by either education (degree or equivalent) or through a minimum of 3 years' experience   | A                                |
|   | E2 | Experience of working and liaising with parents, carers and other agencies in a multi-disciplinary setting  | ✓A                               |
|   | E3 | Experience of managing conflicting demands and priorities, working to tight timescales  | ✓A                               |
|   | E4 | Experience of producing reports for a variety of complex audiences  |                                  |
|   | E5 | Experience of managing complaints and resolving disagreements.  |                                  |

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|  | E6 | Experience of chairing meetings |  |
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| Core Values and Behaviours |  | <p><b>Equity</b></p> <ul style="list-style-type: none"> <li>• Listen to the views of others and ask for their opinions making sure that everyone in my team inputs into the things that matter.</li> <li>• Ensure fairness and justice is at the heart of my decision making and support to my team and others.</li> <li>• Take time to build trust, building the respect of our stakeholders and ensuring as a team we take accountability for doing what we agree to do.</li> <li>• Develop others and ensure we work as <b>one team for Lambeth</b>, encouraging everyone to play their part</li> <li>• Take positive action to ensure <b>everyone</b> in my team has opportunities to <b>learn and grow</b> at work</li> <li>• Encourage everyone to <b>be themselves</b> at work and value who they are</li> <li>• I am inclusive and actively <b>celebrate diversity</b>, recognising everyone in my team as individuals.</li> </ul>  |  |
|                            |  | <p><b>Kindness</b></p> <ul style="list-style-type: none"> <li>• Treat each member of my team with <b>respect and dignity</b> just as I would want for myself.</li> <li>• <b>Encourage</b> each member of my team to do their very best work and am available to them to provide support and guidance.</li> <li>• Personalise my support to each team members and look out for them, lending a hand wherever I can</li> <li>• Encourage everyone to try and learn from mistakes and use integrity to take action with my team to put things right together</li> <li>• Work with empathy seeking to understand each and every member of team, their unique perspective and circumstances and ensure everyone is heard</li> <li>• Take the time to communicate, being honest, open and genuine and taking the time to get to know team members as individuals.</li> <li>• Show compassion and patience recognising that everyone in the team has unique experience and celebrating the great work they do for Lambeth.</li> <li>• Look after the health and wellbeing of my team members and encourage open and regular discussions about the issues that impact on them, working together to find solutions.</li> </ul> |  |
|                            |  | <p><b>Accountability</b></p> <ul style="list-style-type: none"> <li>• I encourage and support my team to do the right thing even when it's tough and we communicate our decisions in a timely way</li> <li>• I ensure my team and employees take individual and collective accountability for</li> </ul>  |  |

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|  |  | <p>performance and delivery, making sure that they have clear plans and performance objectives.</p> <ul style="list-style-type: none"> <li>• I ensure my team plan ahead, getting the basics right and take swift action when problems arise</li> <li>• I encourage my team to be risk aware and ensuring that our decisions and actions are informed and understood and communicated to others.</li> <li>• I provide regular, timely and constructive feedback to my team members on their performance and behaviours and act quickly when performance is not on track.</li> <li>• I share my learning, knowledge and skills with others thorough coaching and mentoring and encourage others to do the same.</li> <li>• I ensure that my team and I put residents, communities, customers and their needs at the centre of everything we do.</li> <li>• I encourage my team to learn and grow and ask questions to find the information they need to do their jobs</li> </ul>  |  |
|  |  | <p><b>Ambition</b></p> <ul style="list-style-type: none"> <li>• Am proud of our borough and my team and encourage everyone in the team to aim for the highest possible standards of excellence in everything we do.</li> <li>• Encourage my team to be flexible and try new things when it's appropriate to do so and tell me what could be improved.</li> <li>• Promote a one team for Lambeth approach reaching out to our stakeholders to face our challenges together</li> <li>• Encourage and support my team to be courageous for our residents and communities and stop at nothing to ensure they have the best possible outcomes</li> <li>• I make time for the team to Innovate and look for creative ways to do things better, being curious about possibilities.</li> <li>• Positively challenge and encourage the team to collaborate and look for solutions together across service and team boundaries.</li> <li>• Make time for my team to grow and develop taking advantage of opportunities to learn from each other and others. We plan our learning and career growth.</li> </ul> |  |