



JOB DESCRIPTION

POST:	SEND Officer	DATE: APRIL 2025
REPORTING TO:	SENCo	
LOCATION:	NORTH CESTRIAN SCHOOL This post requires the ability to travel when required and to work directly with other Schools in the Trust.	
DISCLOSURE LEVEL:	ENHANCED DBS	

Job Purpose:

The SEND Officer plays a crucial role in supporting the school's Special Educational Needs and Disabilities (SEND) department, ensuring efficient management of Education, Health, and Care Plans (EHCPs) and administrative processes. The role involves working closely with the SENCo, teaching staff, external agencies, and parents to ensure students with SEND receive the support they need.

Reporting to the SENCo, the post holder is responsible for ensuring compliance with regulatory and governance requirements.

The post holder will be able to harness all opportunities to create a climate of success and achievement for all, in accordance with the values of The Hamblin Education Trust.

MAIN ACCOUNTABILITIES	
Key Responsibilities	<ul style="list-style-type: none"> • EHCP Administration and Review Process • Filter and process external emails to ensure timely responses. • Read consultation papers from the Local Authority (LA) and draft formal responses on behalf of the school. • Interpret reports from professionals (e.g., Educational Psychologists, Occupational Therapists) and draft detailed EHCP applications. • Respond to requests for additional information from the LA regarding EHCP applications. • Ensure all EHCP annual reviews are scheduled, attended, and completed within statutory deadlines. • Prepare and submit all EHCP-related paperwork, including requests for changes in provision. • Ensure all reports required for EHCP reviews (e.g., from EPs, OTs) are commissioned and obtained in a timely manner. • Liaise with parents and professionals regarding annual review outcomes and ensure accurate documentation.
SEND Support and Tribunal Preparation	<ul style="list-style-type: none"> • Prepare appeal documents for tribunals on behalf of parents, ensuring compliance with the Children and Families Act.

	<ul style="list-style-type: none"> • Provide guidance to parents on the appeals process, ensuring wording aligns with legal thresholds (e.g., Panel 1 and Panel 2 decisions). • Respond to inquiries from parents, the LA, and external professionals regarding EHCPs and SEND provision. <p>Ensure SEND documentation is accurate, up to date, and stored securely.</p>
SEND Department Administration and Compliance	<ul style="list-style-type: none"> • Manage administrative tasks for the SEND department, ensuring compliance with school policies and statutory guidelines. • Maintain and update the EHCP tracker spreadsheet with due dates, paperwork submission, and review schedules. • Handle communication with external agencies, ensuring reports and documents are shared efficiently. • Ensure relevant staff are notified of reasonable adjustments for students. • Organise and maintain records of new SEND consultations and review cycles. • Utilise Arbor to track and manage SEND student data effectively.
Staff and Pupil Support	<ul style="list-style-type: none"> • Ensure SEND support staff have access to necessary documentation (e.g., EHCPs, professional reports). • Assist support staff with document preparation, guidance, and wording of reports. • Manage the SENCo's diary and ensure appointments are scheduled appropriately. • Liaise with EPs and external professionals to arrange pupil consultations and provide background information. • Provide administrative support for classroom staff in implementing SEND strategies.
General Responsibilities	<ul style="list-style-type: none"> • Compose letters, reports, and communications on behalf of the SEND department. • Ensure final EHCP plans are received, checked for accuracy (e.g., correct banding), and processed. • Carry out any other tasks required to support the SEND department and improve pupil outcomes.

Please note: This job description is designed to outline the main duties and responsibilities of the role – it is not intended to be an exhaustive list of all duties that may be required to be performed and may be reviewed in the future depending upon operational requirements and staffing levels.

Person Specification	<p>Essential Criteria</p> <ul style="list-style-type: none"> • Experience in an administrative role, preferably within an educational or SEND setting. • Knowledge of EHCP processes and SEND legislation (e.g., Children and Families Act, SEND Code of Practice). • Strong organisational skills with the ability to manage multiple deadlines. • Excellent communication skills, both written and verbal, with experience liaising with external professionals. • Ability to maintain confidentiality and handle sensitive information. • Strong attention to detail and accuracy in record-keeping. <p>Desirable Criteria</p> <ul style="list-style-type: none"> • Experience working in a school or educational environment. • Familiarity with EHCP appeal processes and tribunal preparation. • Experience using school data management systems, particularly Arbor. • Understanding of reasonable adjustments and inclusion strategies for SEND pupils.
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