Role profile

**SEND EHC Assessment and Review Officer**

**Our values:**

**We are dedicated, respectful, collaborative. We are Milton Keynes City Council.**

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| **Service** | SEND |
| **Reports to** | Senior EHCP Officer |
| **Job family** | Professional and Technical |
| **Grade** | F |
| **Political restricted?** | N |
| **DBS required?** | Y – Enhanced Child |
| **Date** | May 2025 |
| **JE Code** | JE2725 |

Key deliverables

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| **1.** | Manage the assessment or review process for all pupils within the post holder’s caseload to ensure all statutory assessments or reviews happen in a timely and accurate manner and meet the national performance indicators. |
| **2.** | Accurately manage top up/ EHC funding for children and young people with SEN support plans and/ or EHCPs to ensure resources are effectively managed with maximum impact, taking into consideration the pressured High Needs Block. |
| **3.** | Liaise closely with the Data and Placement Officers to ensure the Capita ONE system is kept up to date and accurate, to enable effective data management and to ensure that children and young people are placed in a timely manner. |
| **4.** | Attend, record and support the facilitation of EHC co-production meetings and/or annual reviews if appropriate to ensure all parties are adhering to statutory regulations and meeting Local Authority Guidelines ensuring high quality EHCPs that meet the whole need of the child or young person. |
| **5.** | Keep up to date with current and new legislation including local and national policy to effectively communicate, verbally and in written form, SEND legislation and local processes to all stakeholders, present clear information and advice to encourage parents/carers, children, young people and schools to positively engage with the outcomes and coproduction of EHC plans and/or reviews, maintaining the values and principles behind the local SEND strategy. |
| **6.** | Either focusing on either assessments or reviews take responsibility to ensure skill set reflects ability to work across the team depending on pressure points and support colleagues in managing legal timeframes. |
| **7.** | Participate and contribute to the ongoing improvement of the SEND Local Area by working as part of the SEND Partnership in line with our SEND Strategy. |
| **8.** | Working infrequently with children within regulated activity. |

*Within reason these key deliverables may evolve to meet service need and it is expected that you will be flexible and adaptable in your delivery to meet both service and city council wide needs*

**Essential requirements** Key skills, expertise, and qualifications

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| **1.** | Educated to NVQ Level 3 in business administration or in a relevant professional field with an understanding of current Special Educational Needs principles and procedures and current legislation related to SEN and Disability Discrimination Act. |
| **2.** | Experience of working in an educational environment local government or other relevant field. |
| **3.** | Excellent ICT skills including the use of word, power point, excel AI Tools and Capita ONE and the ability to use these systems whilst in planning meetings with others. |
| **4.** | Highly developed organisational skills, ability to plan ahead, prioritise workload and pay attention to detail. |
| **5.** | Effective written and verbal communication skills, ensuring EHCPs can be produced with a high-quality ability to deal with families and professionals who may be anxious or unhappy with the decisions made. |
| **6.** | Experience and ability to manage and hold Local Authority decisions when stake holders may voice dissatisfaction at outcomes. |
| **7.** | Can work effectively as both part of a team whilst being able to work on own initiative and take responsibility for own workload. |
| **8** | Be resilient in the changing landscape of SEND showing ability to be flexible and work to the needs of the ever-changing business. |

Job family

**Professional and Technical (Grade F)**

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| **Colleague expectations**   * Be professional at all times * Work together for the good of the team, city council and local people * Promote a supportive culture * Challenge assumptions * Take ownership * Be willing to change and do things differently * Always work in a safe manner | **Manager expectations**   * Be a role model by displaying positive behaviours at all times * Make well-considered decisions * Support, coach and communicate with my team * Be accountable for my team’s performance |

Professional and Technical job holders rely upon their deep knowledge of the specialism or discipline in which they work to carry out vital tasks and provide authoritative advice to others. Often developing within recognised career paths, their evolving expertise sees them bear increasing responsibility for managing city council assets, the development of policies and procedures and the strategic direction of the functions they support.

This element of the profile, taken from the job family descriptor for this grade, provides a general understanding of the level of work and demands required.

**Role characteristics**

At this level with dedicated specialist qualifications or an equivalent level of direct experience in their particular field, job holders deal autonomously with complex issues, analysing and forming judgements about not only their own technical or professional specialism, but also the attendant resource, finance, planning and similar issues that combine to challenge the job holder.

**The knowledge and skills required**

The range of knowledge required for these roles includes an understanding of the policies and procedures across the specialist area in which job holders work, as well as a solid underpinning of technical knowledge gained through dedicated formal education.

Job holders will have been working within the specific field for a reasonable time, such that they have been exposed to many of the routine and more unexpected circumstances of their role.

While the majority of roles will have demands for manual dexterity in relation to typing and similar functions, jobs will use a range of equipment requiring precision in their use and handling.

**Thinking, planning and communication**

The situations and problems dealt with at this level will be increasingly complex, involving several information streams where analytical and judgemental skills will be needed to interpret information correctly and determine optimum solutions.

Job holders will have plenty of day-to-day issues to contend with, they will also need to plan some months ahead to achieve medium term objectives in such areas as project support or service development.

At this level, the information exchanged with internal and external colleagues, and members of the public will call for developed communication skills on the part of the job holders. Matters will be technically complicated, requiring careful explanation, or sensitive, requiring significant listening skills to interpret information and provide appropriate advice.

**Decision making and innovation**

Job holders will have the autonomy to adapt specific approaches to better meet medium term objectives. They will be bound by the recognised procedural framework of their specialism as it is managed by the city council but will decide when and precisely how duties are to be carried out. They will also deal with problems (often escalated to this level) for which there are no set-down routes to a solution other than broad service practice guidelines.

**Areas of responsibility**

With a diverse range of jobs being represented at this level, the precise blend of responsibilities for which the job holder is accountable will depend upon the service in which they operate.

External facing roles will focus on the needs of people whether external service users or partners and will be responsible for high impact decision making and the implementation of appropriate programmes on behalf of individuals or groups of people or enforcement of regulations which have direct and significant consequences upon those served. Such roles are likely to have only modest levels of responsibility for finance, information assets, equipment and/or premises.

Internal roles are likely to have this pattern reversed, with weightier responsibility for significant financial and non-financial assets, but less for the assessment of needs of individuals and groups.

Jobs will have supervisory responsibility for the work of others and will be accountable for the quality and timeliness of outputs, whether related to the work of internal teams or temporary external contractors, volunteers or others.

**Impacts and demands**

Tasks and duties will be generally carried out in a sedentary position but there will always be a requirement for standing and walking from time to time, and the occasional need to lift or carry items.

The problem solving and decision-making elements of these jobs mean that job holders require lengthy periods of enhanced mental attention to attend to duties, while also dealing with deadlines, interruptions and conflicting demands.

Duties of jobs at this level will not require job holders to develop and maintain working relationships with people who, through their circumstances or behaviour, place particular emotional demands on the job holder.

Job holders find themselves exposed to some disagreeable, unpleasant or hazardous working conditions. Particularly when the needs of their specialism require them to work on external sites exposed to the weather, in or around refuse and waste plant, close to particularly noisy machinery and in similar environments.

Other Professional and Technical jobs, such as enforcement roles, may also see job holders exposed to verbal abuse and threatening environments. In all cases, job holders will minimise risk and conform to health and safety regulations to mitigate any negative effects of such exposure.