

Role profile

Here's more about the job!

Role/s	Senior SEND Officer	Date Prepared	December 2018
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Your Team

- The SEND Team provides support to educational settings and professionals with regards to supporting child and young people with Special Educational Needs, the Statutory EHC Needs Assessment process and Annual Review Process.

Your Customers

- Education settings in and out of Central Bedfordshire
- Parents, Children and Young People
- Staff within the Council
- Elected Member
- Third Party providers, suppliers and partners
- Government agencies and departments

Your Role

- You will provide comprehensive support for your Children, Young People, Education Settings and professionals with regards to SEND support, EHC Needs assesment process and Annual Review Process.
- Attend the EHC Needs Assesment panel
- Lead profesional to write an EHC Plan in accordancde with the SEND code of Practice
- Provide training to educational settings and families

Health and Safety

- Visual display - regular use.

Work Pattern

- Standard Monday to Friday with flexibility subject to business needs.

Work Related Travel

- Limited.

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