

JOB TITLE: SEND Tribunals Officer

GRADE: H9

REPORTS TO: Tribunals Manager

TEAM: Statutory SEND

DEPARTMENT: Children's Service

Purpose of the Job

The Education, Health and Care (EHC) assessment and review team are responsible for delivering high quality casework in line with the statutory requirements in the SEND Code of Practice 2015 and Children and Families Act 2014. Statutory responsibilities include coordinating multi-agency assessments of education, health and care and ensuring that Education, Health and Care Plans are up to date and reflect the needs of the child and the provision they require.

This role exists to deliver complex casework for cases that are currently in the SEND tribunal following appeals relating to the identification and assessment of children and young people with special educational needs and disabilities and the production, review and maintenance of Education, Health and Care plans. They will provide oversight, coordinate and lead complex casework for children and young people (0-25) where an appeal is open.

Main Areas of Responsibility

The post holder's main areas of responsibility will include :

- Deliver reactive high quality casework which encourages resolution and reconciliation, where we have received appeals to the tribunal.
- To represent the Local Authority at the Special Educational Needs and Disability Tribunal and defend appropriateness of the proposed service provision for an individual child/young person.
- To coordinate robust multi-agency plans, drawing on strong negotiation and influencing skills between parents, schools and multi-disciplinary practitioners, in order that these can illustrate the appropriateness of provision for a child, in the First Tier Tribunal.
- Develop the multi-agency response to a tribunal which will include development of chronologies, chairing/arranging conferences and multi agency meetings, and pulling together other tribunal paperwork.

- Contribute to the development of policy, procedures and provision for children with SEN children's needs, which includes maintaining an up to date knowledge relating to SEN casework, changes to national legislation and departmental policies, and supporting induction/training and support to all team members; with a particular focus on limiting the Authority's exposure to risk of appeals to Tribunals and litigation and judicial review/complaints to the Local Government Ombudsman.
- To input and maintain accurate and comprehensive database records as required, and participate in the Local Authority's systems for monitoring and quality assurance for children and young people known to the EHC assessment and review team.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

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Person Specification

Please provide a supporting statement which includes examples and evidence of when you have demonstrated the attributes listed below.

You will be expected to address each point separately and in the order listed. If you do not complete a full supporting statement in the requested format, your application may be rejected.

The ideal post holder will demonstrate:

- Experience of working in a legal environment, or in SEND tribunals.
- 2-3 years' experience of working in or aligned to SEND with an awareness of the services provided.
- Previous experience of working within complex systems and processes, preferably in a children's services or legal setting.
- Previous experience of working with families or young people.
- Exceptional skill in building and maintaining relationships with a wide variety of stakeholders, and ability to negotiate and influence.
- Knowledge of law and procedures governing statutory assessment including the Children and Families Act 2014, SEN Code of Practice 2014 and the Equalities Act 2010.
- Excellent organisation skills including an ability to work unsupervised, systematically and an ability to manage constraints and conflicting demands and work to tight deadlines.
- Excellent customer service skills using verbal and written communication methods.
- Excellent IT skills including the ability to compile reports, analyse data and ensure the respective database is used to plan and monitor to meet statutory deadlines..
- They will have the experience and expertise to liaise with multi- disciplinary agencies, parents and carers.

Criminal Background Check

Safeguarding children and adults is of utmost importance to Hertfordshire County Council. The Council requires employees to abide by legislation and best practice to enable Hertfordshire to achieve this. This role has been identified as requiring a Disclosure & Barring Service (DBS) check or Basic Disclosure. You must therefore ensure that any relevant criminal record check application is completed and returned as requested by the Council, as this is deemed a contractual requirement of employment. In addition, you consent to allow the Council to retain a copy of the disclosure certificate within your personal file.

It is a contractual obligation to disclose any cautions, reprimands or convictions and to update your manager of any changes to your status whilst in employment. Enhanced DBS roles will be reviewed periodically during employment, by means of DBS Dip Sample or three yearly rechecks. Failure to disclose changes to your status may be detrimental to your employment and you may be subject to disciplinary action.

Please note that additional information referring to the check is in the guidance notes to the application form. If you are invited to interview you will receive more information.

Diversity and Inclusion

Hertfordshire County Council is committed to making inclusion part of our DNA, both as a large employer of people and as a provider and commissioner of services.

We strive to positively promote diversity and inclusion across the delivery of services and within our workforce. We want everyone at work, regardless of their background, identity or circumstances to have a sense of belonging to the organisation. We want all employees to feel valued, accepted and supported to succeed at work and reach their full potential. Our Diversity and Inclusion Strategy is available on the internal intranet or from your line manager.

Health and Safety

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

Additional Information: Code of Practice on the English Language Requirements for Public Sector Workers

Public Authorities must ensure that all members of staff in customer facing roles, whatever their nationality or origins, are able to communicate the English language fluently with the general public, verbally and in written format (access needs will be met for those with a disability).