

Role Profile

Part A - Grade & Structure Information

Job Family Code	8PCS	Role Title	SEND Admissions Officer
Grade	PS8	Reports to (role title)	SEND Admissions Manager
		Directorate	Childrens, Families, Learning and Communities
JE Band	269-313	Service	Commissioning
		Team	Gateway to Resources
		Date Role Profile was created	19/02/2019

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	<p>Implement the schools admissions process for children's with an Education, Health and Care Plan (EHCP), ensuring compliance with statutory SEN processes and provision of an efficient service for families.</p> <p>Work with the SEND Caseworkers to identify and arrange appropriate placements for children with EHCPs that best meet their special educational needs and enable them to reach their potential. Work closely with schools, tracking occupancy levels and identifying trends.</p>
Work Context	<p>The Commissioning division works with a range of professionals and disciplines to secure delivery of better outcomes for children and families and best value for money. Commissioning teams are organised around the needs of particular populations of children and young people with clear accountability for delivering specified outcomes within agreed budget envelopes. The division works closely and collaboratively with partners, such as the NHS, and other services, particularly operational teams, to shared objectives. In addition it adheres to guidelines and professional standards set by the strategic commissioning hub. It aims to genuinely co-produce support with children and families in a way that goes well beyond consultation with established user groups and involves developing a deep and thorough understanding of needs and aspirations of children, young people and families.</p>
Line management responsibility if applicable	N/A
Budget responsibility if applicable	N/A

<p>Representative Accountabilities Typical accountabilities in roles at this level in this job family</p>	<p>Risk Management</p> <ul style="list-style-type: none"> • Identify opportunities and risks associated with the service and escalate / report to management. • Assess and manage risk associated with assigned cases/service delivery. <p>Service Development</p> <ul style="list-style-type: none"> • Contribute to the regular monitoring and review of services established to facilitate service improvement. • Provide specialist/professional advice and recommendations within defined policy and procedures to support informed decision making. <p>Planning & Organising</p> <ul style="list-style-type: none"> • Undertake care planning and manage complex cases and / or take a lead on development and project work, assisting in development and improvement of services and practice in own area. <p>Finance/Resource Management</p> <ul style="list-style-type: none"> • Make recommendations for the provision of services in line with the budget determined according to assessment of needs, and advises less experienced staff on budget and costs of services. <p>Work with others</p> <ul style="list-style-type: none"> • Liaise, communicate and build relationships with other internal departments, partner organisations, agencies and/or contractors on operational issues to share knowledge or best practice and deliver service in partnership. • Work in partnership with service users, their families/carers. <p>People Management</p> <ul style="list-style-type: none"> • Allocate work and monitor the standard of team performance and ensure resolution of any issues, and / or may take on a coordinating and supervisory role with more junior staff as directed by their manager. <p>Duties for all Values: To uphold the values and behaviours of the organisation. Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity. Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p>
<p>Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics</p>	<ul style="list-style-type: none"> • Advanced vocational qualification at level 4 or considerable on the job experience. • For some roles a relevant degree may be required. • Practical knowledge of relevant legislation, processes and procedures and issues relating to the service user group with ability to apply this in challenging situations. Working knowledge of practice standards where appropriate. • Able to assess, plan and review cases; undertake challenging casework, where appropriate shadowing more experienced social workers/practitioners. • Numerate and able to advise on effective use of budgets and resources. • Competent in a range of IT tools including MS Office and database management systems. • Effective written and oral communication and interpersonal skills with good negotiation and influencing skills, and the ability to maintain effective working relationships at all levels. • Creative problem solving skills and the ability to identify service improvement initiatives. • Able to promote effective team working, and use supervision to improve personal performance and practice of junior staff. • Satisfactory DBS clearance might be required.

<p>Details of the specific qualifications and/or experience if required for the role in line with the above description</p>	<p>Experience of SEND Casework and statutory processes Knowledge of special educational needs legislative framework and government policy and initiatives Strong written and verbal communication skills Excellent interpersonal skills and ability to develop effective and positive collaborative working relationships with a range of internal and external stakeholders Strong organisational and time management skills Effective use of ICT including EMS and data management Ability to stay calm under pressure Willingness and ability to travel around county.</p>
<p>Role Summary</p>	<p>Roles at this level manage and organise effective provision of services through specific projects, specialist advice, guidance and assessment, or day-to-day coordination of front line delivery of a specific service. They require the ability to influence and practically apply knowledge on the basis of technical knowhow, facts and evidence. They work collaboratively with a network of internal and external colleagues. Role holders need to be able to work independently whilst working under the supervision of more experienced staff.</p>

