

REVIEWING OFFICER (0-25 STATUTORY ASSESSMENT TEAM)

Role Profile



Title	Reviewing Officer (0-25 Statutory Assessment Team)	
Grade	Grade E	
Reference:	N642	
Reports to:	0-25 SEND Team Manager	
Work style Definition	Office Based hot-desk/touch down worker	
Job Type:	Semi-Professional	
Primary purpose of role	Responsible for monitoring and coordinating annual reviews of Education, Health and Care Plans. Responsible for other aspects of the 0-25 SEND code of practice including liaison with parents/carers, professionals in education and other agencies. Ensure that pupils with EHCPs are appropriately placed within mainstream, special schools, EOTAS (education other than at school), home education or independent sector providers. Ensure the timely and effective statutory review and monitoring of placements in accordance with the Education Act (1996).	
Key accountabilities and key measures	<p>Role outcomes</p> <ul style="list-style-type: none"> ▪ Ensure high quality annual reviews of EHCPs are completed in accordance with the 0-25 SEND code of practice. (30%) ▪ Ensure that all settings work in accordance with the code of practice relating to annual reviews. (20%) ▪ Ensure annual reviews of educational provision for children and young people with SEND are needs and outcome specific. (20%) ▪ Ensure that EHC plans are reviewed and placements monitored to meet the needs of individual children and young people. (30%) 	<p>Role measures</p> <ul style="list-style-type: none"> ▪ Performance against a local quality assurance framework ▪ Service objectives are successfully achieved ▪ 0-25 SEND code of practice is effectively implemented ▪ Performance against nationally prescribed timescales
Key activities	<ul style="list-style-type: none"> ▪ Working directly with children, young people and families, multi-agency professionals and educational settings to monitor quality outcomes for children and young people, providing training where appropriate. (20%) ▪ Amending Education, Health and Care Plans in line with the code of practice timeframes. (20%) 	

	<ul style="list-style-type: none"> ▪ Prioritising attendance at key annual reviews of children and young people with an EHCP. Attending in person, or ensuring LA representative is at meeting to consider whether outcomes and supporting targets remain appropriate and to challenge outcomes and provision wherever necessary. (15%) ▪ Work closely with schools and independent providers regarding annual reviews of students, actively monitoring children and young people's progress towards their outcomes and longer term aspirations. Focusing on the child or young person's progress towards achieving the outcomes specified in the EHC plan. (15%) ▪ Carry out actions as a result of the annual reviews of children and young people 0-25, who have an EHCP, for example requests to panel, referrals/signposting to colleagues within the code of practice guidelines. (15%) ▪ Monitoring annual review systems and processes for children and young people 0-25, who have an Education, Health and Care Plan (EHCP). Reporting Key Performance Indicators (KPI's) relevant to annual reviews. (15%) ▪ Carry out other duties appropriate to the grade of the post.
Essential qualifications/knowledge	<ul style="list-style-type: none"> ▪ 5 GCSEs (Grade 9-4), including Maths and English. ▪ Knowledge of the 0-25 SEND Code of Practice and Children and Families Act 2014.
Desirable qualifications/knowledge	<ul style="list-style-type: none"> ▪ Experience of providing advice, guidance and training to a range of stakeholders and professionals.
Essential experience	<ul style="list-style-type: none"> ▪ Experience of working as part of a team. ▪ Experience of multi-agency working alongside children and families. ▪ Experience of using IT systems and Microsoft office – eg. collating and presenting statistical information.
Desirable experience	<ul style="list-style-type: none"> ▪ Experience of working with children and young people with special educational needs. ▪ Experience of working within an educational setting.
Essential skills	<ul style="list-style-type: none"> ▪ Excellent communication skills and ability to share experience and understanding clearly to children, young people and families, along with a wide range of professionals. ▪ Ability to write reports. ▪ Highly developed organisational skills, ability to work independently and unsupervised. ▪ Proven ability to work to tight timescales using own initiative and whilst managing conflicting priorities.

Corporate standards

- In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance.
- Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures.
- Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures.
- Undertake all duties with due regard to the corporate equalities policy and relevant legislation.