

## **Job Profile Information: Annual Review Officer**

**This supplementary information for *Annual Review Officer* is for guidance for Job Level 2 Zone 2**

### **Camden Way Category 2**

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.**

#### **Role Purpose:**

- To enact the corporate decisions of Camden Council in its execution of its statutory Special Educational Needs (SEN) responsibilities in accordance with the Education Act of 1996 and in line with the SEN Code of Practice (2015) and the Children and Families Act (2014).
- The post holder will work across the SEN Team, thereby developing both a general knowledge and skill set in relation to SEND, and also developing this further in relation to provision and transitions specific to the age groups (that is pre-school, nursery, primary and secondary and then secondary, tertiary, colleges and training agencies and the transfer into adult services).
- To manage and process all aspects of the annual review procedure in accordance to the Children and Families Act 2014 and associated regulations and statutory guidance, within timescales. This could include attending and or chairing annual reviews in a child centred way. Offer advice and support to parents, carers and young people as well as the wider professional network.

#### **Example outcomes or objectives that this role will deliver:**

- Ensure all SEN databases and recording/monitoring systems are robustly updated.
- Ensure Amended Plans are issued within timescales, are fully compliant and of a high quality. Particular attention to be given in terms of quality and specificity of advice, that the child or young person's voice is heard with a clear golden thread throughout.
- To feedback into quality assurance and improvement systems, proactively identify areas for improvement and or training opportunities.

- To develop and maintain close working relationships with a wide range of internal and external partner organisations, pertinent to the work with the age related team focus for this post, to facilitate educational provision that offers the best outcomes for children.
- To support and challenge settings with regard to approaches to inclusion and the requirements of the SEN Code of Practice, the Special Educational Needs and Disability Act 2001 and the Children's and Families Act 2014.
- To work under the direction of the Senior SEN Officer, and with colleagues in Legal and across the allied services, to plan and prepare for the local authority's case in response to internal complaints, the Local Government Ombudsman or Special Educational Needs and Disability Tribunal with regard to decisions on provision/placements.
- Collating reports from various professionals and updating EHC Plan in co-production with children, young people and their families with special educational needs.
- To take responsibility for consulting with educational settings, parents and other agencies to facilitate the placement of pupils with Education, Health & Care plans in appropriate educational settings.
- Ability to understand and act upon complex information quickly and accurately, being able to identify potential difficulties and putting in place solutions.
- Preparing cases to be discussed at complex case panels.
- Ability to prioritise work independently and complete work within tight timescales to meet statutory deadlines to a good quality.
- Ability to adjust to changes in working practice in response to changes in legislation or in local strategies and policies relating to SEN and Disabilities.

### **People Management Responsibilities:**

N/A

### **Relationships;**

- Ability to interact effectively with parents and carers to provide advice about the statutory assessment procedures and placement practice to ensure that they are well informed and aware of their legal rights under the relevant SEN legislation, such

that parents and carers are confident in Camden's SEN& D processes and provision. Communicating sensitively and without the use of jargon.

- Ability to work with a range of officers and practitioners from across the Children's workforce, including Head Teachers, SENCos, Health and Social Care practitioners and others.

**Work Environment:**

Open plan office based work environment at 5 Pancras Square

**Technical Knowledge and Experience:**

- Knowledge and understanding of **all** the legislation relating to Special Educational Needs and Disabilities
- Knowledge and understanding of the Education system from 0 - 25 years.
- Knowledge and understanding of recent developments in the field of SEN and Disabilities, and the education landscape and context.
- Excellent verbal and written communication skills which should include the ability to provide clear and unambiguous information, coupled with good ICT skills.
- Practical experience in a relevant field to include working with parents, families and education providers.

**Essential:**

- Level 2 qualification in Maths and English and IT
- Demonstrable skills in MS WORD, EXCEL and OUTLOOK

**Desirable:**

- Previous experience working for a Local Authority SEND Service
- Evidence of training in relevant SEN Legislation
- Familiarity with Preparing for Adulthood
- Level 2 Administration qualification

## **Camden Way Five Ways of Working**

*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

- Deliver for the people of Camden
- Work as one team
- Take pride in getting it right
- Find better ways
- Take personal responsibility

For further information on the Camden Way please visit:

<https://camdengov.referrals.selectminds.com/togetherwearecamden/info/page1>