

Job Profile Information: Annual Review Assistant

This supplementary information for *Annual Review Assistant* is for guidance for Job Level 2 Zone 1

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) and associated statutory guidance and regulations .
- To administer all routine aspects of the annual review process.
- To oversee and monitor scheduling of all annual reviews

Example outcomes or objectives that this role will deliver:

- The post holder will work across the SEN Team, and will be required to develop specific skill sets associated with the role such as being able to identify and draft provision and outcomes (including transitional) as appropriate to specific needs and 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 screen all annual review paperwork to identify any immediate follow up actions (such as chasing reports) and allocate to the correct officer for processing.
- To produce monthly reports in relation to the numbers of annual reviews held, the numbers held within timescales, the numbers processed within timescales, as well as data that can help to inform commissioning and quality improvement. For example, quality of professional reports and analytical data in regards providers timeliness and compliance in regards the annual review process

- To support Senior SEN Officer in terms of identifying any issues relating to quality and identify areas for improvement and training opportunities.
- To ensure robust systems of monitoring are in place to ensure that each annual review is scheduled and processed within timescales and in accordance with the statutory framework
- To support Senior in terms of identifying any issues relating to quality and identify areas for improvement and training opportunities.
- To offer advice to stakeholders in terms of the process of annual reviews. To support the development of guidance materials for professionals as well as parents/carers and young people.
- The post holder will be responsible for ensuring the Local Offer website is kept up to date in relation to guidance and information relating to the annual review process.
- To screen Annual Review paperwork identifying plans that need to be amended, ceased and identify any actions or changes in provision ensuring these are allocated for action to the appropriate person.
- To embed robust monitoring of CYP placed in the Independent sector out of borough and identify local alternatives within the community wherever possible, but particularly at points of transition
- To monitor own workload and be proactive about resolving issues, taking advice as required to ensure you are able to carry out your role effectively and making improvements to process and systems
- To robustly maintain SEN databases and files ensuring all information is accurate and updated on a 'live' basis.

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. To communicate 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.
- High levels of communication and administrative skills with the ability to develop own monitoring and tracking systems to ensure all annual reviews are scheduled, conducted and processed within statutory timescales and in accordance to the Children and Families Act 2014 and associated regulations and statutory guidance.
- To communicate effectively with all children and young people with SEND and or their parents, as well as educational providers and professionals
-

Work Environment:

Open plan office based work environment at 5 Pancras Square.

Technical Knowledge and Experience:

- Good understanding of current SEN legislation and its application.
- Excellent verbal and written communication skills which should include the ability to provide clear and unambiguous information, coupled with excellent ICT skills particularly data analysis and graphical representation of data .
- 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 or equivalent work experience.
- Demonstrable skills in MS WORD, EXCEL and OUTLOOK.
- Ability to work in a pressurised environment and ensure all actions are conducted in a professional manner and within national, local or statutory timescales.
- Ability to work on own initiative and organise workload to achieve deadlines; good time management, problem solving & IT skills.

- Ability to analyse and interpret information from a wide range of sources including professional reports and to convey information in a range of appropriate formats fit for intended audience.
- Resilience.
- Ability to communicate effectively with parents, young people, professionals and educational providers diplomatically and sensitively, without the use of jargon.
- Ability to use all IT equipment and software to the level required of the role.
- Ability to establish effective working relationships.
- Ability to support children, young people and families.

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: