

Job Description

Department: P&C Education

Division/Section: SEN & Inclusion Services

Job Title: Senior Statutory Assessment & Monitoring (SAM) Officer

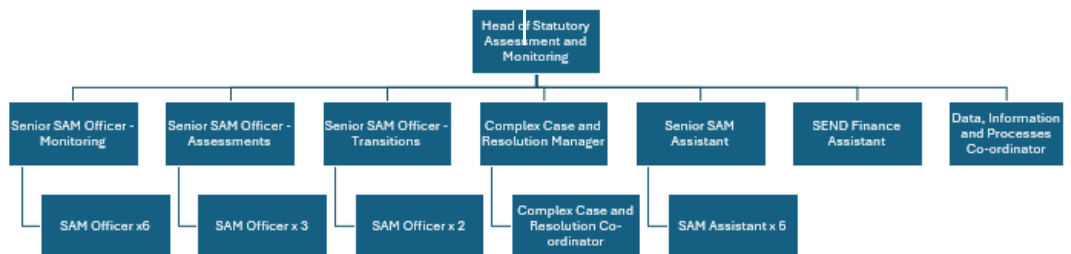
Post No:

Grade: 11

Reports to: Head of Statutory Assessment and Monitoring Service

Organisation Chart:

Show immediate manager and any jobs reporting to this post.



DBS Check applicable?

Enhanced

Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions? No

Line Management responsibility for:

No. of direct reports: Up to 6

No. of indirect reports: 0

Size of budget:

No budget responsibility

Job Purpose:

- To ensure compliance regarding statutory process where appropriate and ensure robust response from wider agencies to support the child/young person in their education setting.
- To support the management and compliance of the Education, Health & Care assessment and review process.

Main Duties and Responsibilities:

- To oversee the assessment and/or annual review of EHC Plans in Peterborough settings for children and young people with special educational needs and disabilities.

- To ensure that children and young people with EHCPs have appropriate support, resources and placements in school/settings to enable them to achieve positive learning and developmental outcomes.
- To work with families and settings to enable the timely and appropriate transition of children and young people newly arrived in Peterborough with EHC Plans.
- (Specific to SAMTO) - To liaise with families and settings to ensure smooth and timely transition for children at phase transfer.
- (Specific to SAMTO) - To work in schools to model, train and encourage best practice for children and young people at phase transfer with SEND. This will include children and young people with and without EHC Plans.
- To be the link officer for an allocation of schools (or wider settings).
- To be responsible for ensuring that all timescales are met relating to statutory work with families and settings to produce amended EHC Plans.
- (Specific to SAMTO) - To contribute to and/or organise training for settings related to best practice at key transition points, with particular regard to the demands of the statutory process.
- To be responsible for ensuring that cases go to appropriate panels and consultations are sent and responded to as appropriate.

In addition to the role of SAM Officer:

- To line manage staff as required by service need – maximum of 6.
- To support SAM Officers as required, in leading or attending EHC assessment/review and other meetings and/or to model good practice.
- To work with other SAM service leads and wider services to ensure the clarity and consistency in matters relating to the assessment and review of children with EHCPs or undergoing assessment
- To support the Head of Service in various service response matters such as complaints, etc.
- To support SAM Officers in matters relating to individual casework management.
- To support the Head of Service in the production, monitoring and analysis of data linked to the statutory process.
- To support SENI service managers in analysing information and preparation for Ofsted/CQC.
- To take responsibility for a discreet area of work as specified by the Head of the Statutory Assessment and Monitoring Service.
- Undertake any other duties which fall within the spirit, scope and purpose of the post.

Generic Responsibilities: To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.

To comply with all Health & Safety at work requirements as laid down by the employer.

The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

Flexibility Clause: Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.

Variation Clause: This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the post holder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.

DATE: 12.08.2024

COMPLETED BY: Katie Barnett

Person Specification

JOB TITLE:	Senior SAM Officer	POST NO:	
GRADE:		DEPARTMENT:	Children's Services
HOURS	37		
DIVISION: Education and Resources	SEN & Inclusion Services	DIRECTOR:	<u>Wendi Ogle-Welbourn</u>
DATE:	May 2021	COMPLETED BY:	Katy Blessett

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<ul style="list-style-type: none"> • Sound working knowledge of the SEND reforms and the Children & Families Act 2014 as it pertains to children and young people with SEND particularly in relation to transition. (A&P) • Sound working knowledge of the SEND Code of Practice 2015. (A&P) • Knowledge of best practice in settings relating to children and young people with SEND. 	Knowledge of wider services, systems and practices (e.g. health and social care)
SKILLS & ABILITIES	<ul style="list-style-type: none"> • Excellent written and verbal communication skills • Good analytical skills • The ability to convey complex SEN information in written formats. • Good interpersonal skills • A professional approach. • The ability to work in a highly organised manner and to meet statutory deadlines. • The ability to work and remain calm under pressure. • Solution focused. • ICT literate. • A clear understanding of safeguarding. • Attention to detail with a high degree of accuracy. • Good presentation skills. • Word processing skills. • Ability to model best practice confidently. • Effective leadership skills. • The ability to work flexibly in response to service deadlines/management issues. • An approachable, can do attitude. 	Facilitation skills. Conciliation skills.

EXPERIENCE	<ul style="list-style-type: none"> • Experience of working as a SAM Officer. • Experience of working in educational/health or social care environments. • Demonstrable experience of analysing information accurately. • Experience in presenting information to wider audiences. • Experience of training or modelling practice. 	<p>Experience of working in an educational environment. Experience of working with wider agencies (health or social care, etc.)</p> <p>Line management experience</p> <p>Experience of working with parents/carers.</p>
QUALIFICATIONS	<ul style="list-style-type: none"> • Degree level of equivalent. • Relevant experience and a proven track record in the field will also be taken into account. 	Professional qualifications in Education, Health or Social Care.
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> • Current driving licence and the ability to provide a suitably insured vehicle for use in connection with duties -- reasonable adjustments will be considered upon request. 	
EQUALITY	Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities. (A & I)	
CUSTOMER CARE	Knowledge and understanding of effective customer care (A & I)	

[At the end of each criteria the following codes are used to indicate how the criteria will be assessed: (AI) Application / Interview, (P) Presentation, (W) Written Test.]