

## Job Description

**Department:** Children's Services

**Division/Section:** Inclusion Services

**Job Title:** Statutory Assessment & Monitoring (SAM) Officer  
(Education, Health & Care Plan Co-ordinator)

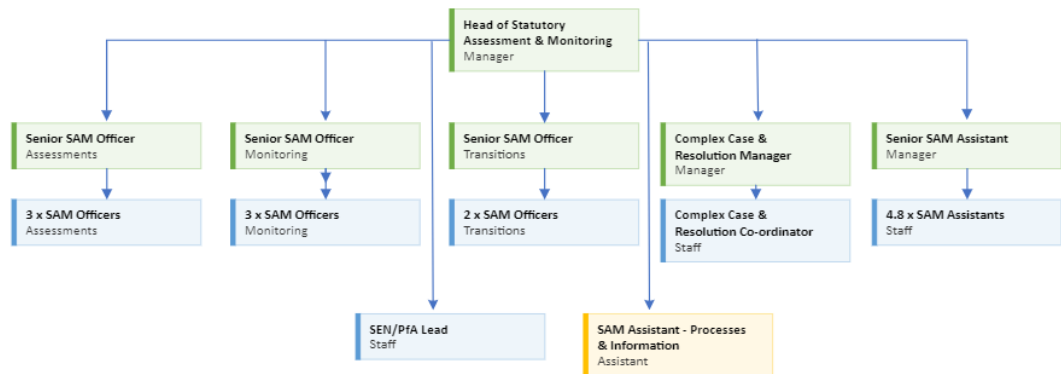
**Post No:**

**Grade:** 10

**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:** 0

**No. of indirect reports:** 0

**Size of budget:**

No budget responsibility

**Job Purpose:**

- To manage the Education, Health & Care assessment and review process for a proportion of the children and young people within the city.
- 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 oversee the EHC review process for designated children and young

people.

### **Main Duties and Responsibilities:**

- Co-ordinate, construct and develop education, health and care plans, within statutory timescales, from approved assessments to achieve stated objectives and outcomes in relation to the needs of individual children and young people, reflecting their aspirations as closely as possible.
- Undertake ongoing co-ordination, monitoring and review of EHC plans to ensure that the appropriate level of support is in place, that appropriate progress is being made toward achieving the outcomes specified in the plans.
- Attend emergency/interim reviews of EHCPs where placements are at risk of breaking down.
- As part of the review process, agree amendments – within statutory timescales - against evidenced changes and, where indicated, identify if a plan should be discontinued.
- As required, liaise with children, young people, parents/carers, involved professionals and providers to monitor and develop services.
- Present cases at appropriate local authority panels as required.
- Request funding for the service/s identified. Where appropriate ensure that a care/support and a risk management plan is completed with the named provider.
- Engage in partnership working to find ways of meeting the needs of children and young people in a creative, outcome focused way.
- To represent the local authority at formal mediation.
- As required, work with a multi-disciplinary team to prepare and present cases at SENDIST.
- Undertake any other duties which fall within the spirit, scope and purpose of the post
- To undertake work in relation to post 16 providers and funding arrangements/contracts. .

**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:** 09/06/2021

**COMPLETED BY:**

Katy Blessett

## Person Specification

<b>JOB TITLE:</b>	SAM Officer	<b>POST NO:</b>	
<b>GRADE:</b>	10	<b>DEPARTMENT:</b>	Children's Services
<b>HOURS</b>	37		
<b>DIVISION: Education and Resources</b>	Inclusion Services	<b>DIRECTOR:</b>	Elaine Redding
<b>DATE:</b>	June 2021	<b>COMPLETED BY:</b>	Katy Blessett

<b>ATTRIBUTES</b>	<b>ESSENTIAL CRITERIA</b>	<b>DESIRABLE CRITERIA</b>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge of the SEND reforms and the Children &amp; Families Act 2014 as it pertains to children and young people with SEND (A&amp;P)</li> <li>• Knowledge of the SEND Code of Practice. (A&amp;P)</li> </ul>	Knowledge about Education and/or Health and/or Social Care systems and practices.
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills</li> <li>• Good analytical skills</li> <li>• The ability to convey complex SEN information in written formats.</li> <li>• Good interpersonal skills</li> <li>• A professional approach.</li> <li>• The ability to work in a highly organised manner and to meet statutory deadlines.</li> <li>• The ability to work under pressure.</li> <li>• Solution focused.</li> <li>• ICT literate.</li> <li>• A clear understanding of safeguarding.</li> <li>• Attention to detail.</li> <li>• Good presentation skills.</li> <li>• Word processing skills.</li> </ul>	
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of working in educational/health or social care environments.</li> <li>• Demonstrable experience of analysing information accurately.</li> </ul>	Experience of working within an SEN assessment and review team. Experience of drafting formal documents. Experience of working with parents/carers. Experience of mediation.
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Degree level or equivalent.</li> <li>• Relevant experience and a proven track record in the field will also be taken into account.</li> </ul>	Professional qualifications in Education, Health or Social Care.

<b>PERSONAL CIRCUMSTANCES</b>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	
<b>EQUALITY</b>	Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities. (A & I)	
<b>CUSTOMER CARE</b>	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.]*