

# Kent County Council

## Job Description: *SEN Senior Tribunal Officer*

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<b>Directorate:</b>	<b>Children, Young People and Education</b>
<b>Unit/Section:</b>	<b>Special Educational Needs and Disability (SEND)</b>
<b>Grade:</b>	<b>KR10</b>
<b>Responsible to:</b>	<b>SEND Tribunals Team Manager</b>

### **Purpose of the Job:**

To take responsibility of a caseload of appeals on behalf of the local authority.

To provide a comprehensive, coordinated, and efficient response to the Special Educational Needs and Disability Tribunal (SENDIST).

### **Main duties and responsibilities:**

- Respond to appeals to the Special Educational Needs and Disability Tribunal (SENDIST), including the writing and preparation of the authority's response to appeals, request and gather evidence, prepare cases for panels, prepare cases for consultation, request appropriate schools for consulting and respond to case directions and orders, ensuring all judicial deadlines are met.
- Represent KCC at all SENDIST hearings, TCMHs and JADRs online and in person.
- Represent KCC at mediation online and in person.
- Triage cases and provide clear case directions for discussion with the Tribunal Team.
- Manage as well as provide weekly caseload summary of work completed, timescales and tribunal deadlines.
- Organise multi-agency meetings as part of case preparation. Take notes and follow up on actions to prepare cases.
- Hold a number of complex cases including post 16 and extended appeals.
- As part of a team provide regular support to Tribunal Officers to maintain an efficient and effective service ensuring deadlines are met. This includes providing training, support and mentoring to team members on managing appeals and attending court to represent the LA.
- Provide training, support and mentoring to witnesses on appeals and attending court to represent the LA.
- To robustly maintain local authority pupil files on a 'live' basis, ensuring all records are kept up to date and accurate ensuring that any errors are corrected to ensure a high level of data quality.
- Such other duties appropriate to the grade of the post as may be assigned from time to time by the SEND Tribunals Team Manager.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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## Person Specification: *SEN Senior Tribunal Officer*

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Educated to degree level in a relevant area such as Law or Education or equivalent qualification</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Practical experience in a relevant field to include working with parents/carers and schools in challenging situations</li><li>• Experience of a customer or service-user facing environment</li><li>• Experience in a Senior SEND Casework role within a local authority or similar within a legal environment</li><li>• Experience of managing conflicting priorities and complex cases</li><li>• Track record of managing projects through to completion</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• High order interpersonal skills and confidence to influence and negotiate with senior leaders and a range of internal and external stakeholders to achieve positive outcomes</li><li>• Excellent communication skills of all types applied to a wide variety of needs and audiences</li><li>• A solution focused approach to reach conclusions whilst maintaining positive relationships with parents and schools</li><li>• Accurate record keeping and ability to process data and provide accurate reports to senior managers</li><li>• Enthusiasm and the ability to get jobs done</li><li>• Excellent organisational skills and ability to prioritise and work independently</li><li>• Ability to work accurately under pressure of deadlines</li><li>• Strong ICT skills</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Understanding of the wide range of challenges and difficulties faced by families with complex needs</li><li>• In depth knowledge of policy and legislation relating to children's special educational needs and disability issues coupled with an understanding of schools' needs and current trends in education</li><li>• Knowledge of the legal framework relating to SEND appeals</li><li>• Knowledge of Data Protection, GDPR and confidentiality protocols</li></ul>
<b>KENT VALUES AND CULTURAL ATTRIBUTES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"><li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li><li>• We are <b>curious</b> to innovate and improve</li></ul>

- We are **compassionate**, understanding and respectful to all
- We are **strong together** by sharing knowledge
- We are all **responsible** for the difference we make

Our values enable us to build a culture that is:

**Flexible/agile** - willing to take (calculated) risks and want people that are flexible and agile

**Curious** - constantly learning and evolving

**Compassionate and Inclusive** - compassionate, understanding and respectful to all

**Working Together** - building and delivering for the best interests of Kent

**Empowering** - Our people take accountability for their decisions and actions

**Externally Focused** - Residents, families and communities at the heart of decision making