

Directorate:	Children, Young People & Education (CYPE)
Unit/Section:	Special Educational Needs and Disability (SEND)
Grade:	KR8
Responsible to:	SEND Tribunals Team Manager

Purpose of the Job:

Working within the central tribunal team the post holder is responsible for providing an accurate and robust response to local authority appeals to the Special Educational Needs and Disability Tribunal (SENDT). This will involve evidence gathering, the drafting of responses and responding to judicial orders. The post holder must work collaboratively and cooperatively within the Kent Tribunals Team and various other SEN teams, including Assessment, Placement, and Casework teams.

Main duties and responsibilities:

- Support SEND Senior Tribunals Officers with the management of appeals to the Special Educational Needs and Disability Tribunal (SENDT), including the drafting and preparation of the authority's responses to SENDT appeals, applications and responses to orders and directions, ensuring all judicial deadlines are met.
- Support early resolution of appeals through supporting proactive case management with Senior Tribunals Officers.
- Support with the management of appeals where counsel is instructed.
- Assist with arranging meetings for witnesses and representatives.
- Attend pre-hearing meetings at the manager's request. Take notes and follow up on actions to assist the preparation of cases under the direction of the Senior Tribunals Officers.
- Maintain positive and effective relationships with schools, social care, health, and voluntary organisations ensuring that the required/directed evidence is received to meet judicial deadlines.
- To support the registration, ongoing progress, and allocations of new appeals.
- To robustly maintain local authority databases including Synergy 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.

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

Kent County Council

Person Specification: *SEND Tribunals Officer*

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.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> • Educated to Level 3 or proven equivalent experience. • Good basic education and competency in numeracy and literacy.
EXPERIENCE	<ul style="list-style-type: none"> • Practical experience in a relevant field to include working with parents/carers and schools in challenging situations. • Experience of a customer or service-user facing environment. • Experience of managing conflicting priorities
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Good negotiation skills and high level of interpersonal and communication skills at all levels. • Good organisational skills and ability to plan workload and prioritise effectively to meet specified timescales. • ICT literate with accurate record keeping skills. • Ability to work under pressure and manage conflicting pressures using appropriate initiative in a professional manner and in accordance with national, local, or statutory timescales. • Effective written and verbal communication skills with wide range of audiences including diplomacy, sensitivity, and challenge without the use of jargon. • To effectively organise, plan and deliver own tasks and workload to meet judicial timescales and outcomes. • Resilient. • Ability to analyse and interpret information from a wide range of sources including professional reports to convey information in a range of appropriate formats fit for intended audience. • Ability to establish effective working relationships and to deliver challenge without creating conflict.
KNOWLEDGE	<ul style="list-style-type: none"> • Good understanding of current SEN legislation and its application within the context of Kent. • Knowledge of Data Protection, GDPR and confidentiality issues.
KENT VALUES AND CULTURAL ATTRIBUTES	<p>Kent Values:</p> <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make

	<p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p>
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