

Kent County Council

Job Description – Senior Special Educational Needs and Disability Tribunal Officer

Directorate:	Children, Young People and Education
Unit/Section:	SEN Assessment and Placement
Grade:	KR10
Responsible to:	Special Educational Needs and Disability Tribunal Manager

Purpose of the Job:

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

Main duties and responsibilities:

1. Respond to appeals to the Special Educational Needs and Disability Tribunal (SENDT), including the writing and preparation of the authority's response to SENDT appeals and responding to judicial orders, ensuring all judicial deadlines are met.
2. Represent KCC at SENDT hearings.
3. Support legal representatives with the management of appeals.
4. Chair multi-agency meetings as part of case preparation. Take notes and follow up on actions to prepare cases.
5. Manage data for the SENDT Manager on appeal trends to inform the unit's Annual Business Plan and respond to ad hoc data requests.
6. Keep accurate records of financial spend on specialist fees.
7. Such other duties appropriate to the grade of the post as may be assigned from time to time by the Special Educational Needs and Disability Tribunal Manager

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.

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Person Specification: *Special Educational Needs and Disability Tribunal Officer*

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

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

	MINIMUM
EDUCATION/ QUALIFICATIONS	<ul style="list-style-type: none">• Educated to degree level in Law or Education or equivalent qualification
KNOWLEDGE/ KNOWHOW	<ul style="list-style-type: none">• 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.
SKILLS AND ABILITIES	<ul style="list-style-type: none">• High order interpersonal skills to deal with governors, head teachers, parents, and other senior professional staff, including staff in partner agencies.• Excellent communication skills of all types applied to a wide variety of needs and audiences.• Enthusiasm and the ability to get jobs done.• Excellent organisational skills and ability to prioritise and work independently.• Ability to work accurately under pressure of deadlines• Strong ICT skills