

Kent County Council  
Job Description: *SEND Tribunal Assistant*

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**Directorate:** Children, Young People and Education  
**Unit/Section:** Education and Young Peoples Services  
**Grade:** KR6  
**Responsible to:** Special Educational Needs Tribunal Manager

**Purpose of the Job:**

To act as administrator for Kent's response to cases to the Special Educational Needs and Disability Tribunal and to provide clerical, administrative and secretarial support to the County Statutory and Legislative Support Tribunal Manager.

**Main duties and responsibilities:**

- To provide a support service for the LA's response to the Special Educational Needs and Disability Tribunal as defined by the statutory framework.
- To maintain and monitor databases relating to SEN Tribunal cases.
- To prepare Tribunal bundles within judicial deadlines and circulate to witnesses, appellants and Tribunal.
- To be responsible for the receipt of appeals and record on database.
- To act as administrator for SEND Tribunal training events.
- To maintain an accurate and up to date calendar diary for Kent Tribunal and the County SEND Tribunal Manager.
- To support the payment of counsels' expenses
- To arrange the reimbursement of witness expenses

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.

## Kent County Council

### Person Specification: *SEND Tribunal Assistant*

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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>	The post-holder will need to have a good general education to at least GCSE level in English and mathematics or equivalent.
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Despite a statutory framework setting the guidelines, the post-holder must be able to apply specific knowledge to satisfactorily complete tasks.</li> <li>• The ability to act calmly under constantly changing high level pressures and show initiative is essential.</li> <li>• Organisational and time management skills and initiative are essential as the post-holder will need to be able to work under minimum supervision and is expected to work effectively to deadline.</li> <li>• The ability to communicate effectively with professionals in education, health, social care and related agencies and to make contact at all levels is vital.</li> <li>• Must be able to appreciate the confidential nature of information handled.</li> <li>• Word processing skills are essential, including Word 2010. A good working knowledge of Excel and experience of using the Internet and e-mail are also essential.</li> <li>• Must be able to work as part of a team.</li> </ul>
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>• The applicant should have an interest in the legal and education processes for children and young people.</li> </ul>
<b>BEHAVIOURS AND KENT VALUES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• <b>We are brave. We do the right thing, we accept and offer challenge</b></li> <li>• <b>We are curious to innovate and improve</b></li> <li>• <b>We are compassionate, understanding and respectful to all</b></li> <li>• <b>We are strong together by sharing knowledge</b></li> <li>• <b>We are all responsible for the difference we make</b></li> </ul>