

Welcome to the SEND Team

The SEND Team is responsible for managing the statutory Educational Health and Care Needs Assessment process. We also oversee the Annual Review process once a child or young person has an Education Health and Care Plan.

Our team is made up several roles:

SEND Panel Coordinators

Our Panel Coordinators are often the first point of contact within the SEND Team.

They will:

- process requests for EHC Needs assessments received on the SEND Portal
- assign a SEND Assessment Officer to the case
- request information from professionals and assessment advice (if an assessment is agreed)
- organise and coordinate the Local Authority's statutory SEND panels
- monitor and maintain information systems
- manage email correspondence received to the team email address
- answer phone call enquiries

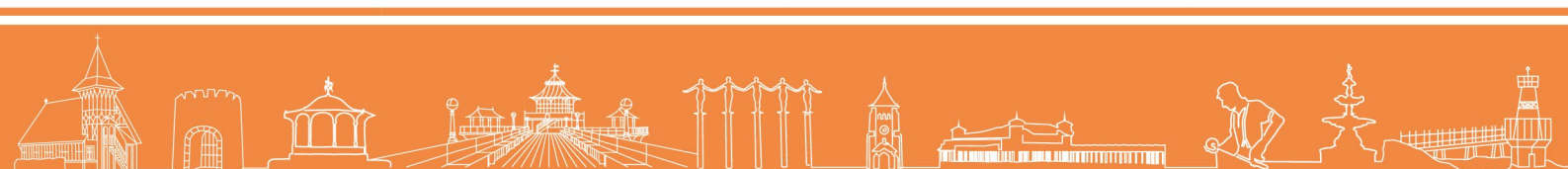
Our SEND Panel Coordinators support families and professionals with initial and general enquiries, signposting to other services when appropriate and also to Officers within the team, for specific case related enquiries.

Parent Carer Liaison Officer

This is a brand new role in our team and it has been created in recognition of the feedback received from families that we need to improve our communication.

The role of the parent carer liaison officer will be to oversee the team communications with families and professionals. They will look for ways to improve this, supporting the development of ways of capturing parent and carer views and feeding back to managers and the team on the areas of concern being reported by parents.

SEND Assessment Officer



SEND Assessment Officers manage the statutory assessment process in liaison with the SEND Panel Coordinators, families and professionals. They are responsible for checking and collating information and advice received, communicating statutory SEND Panel decisions with families, writing draft EHC Plans, (when a plan is agreed following assessment) and discussing placements with families.

They follow the set placement consultation process in order for the Local Authority to be able to make a final placement decision and communicate the decision with families and education settings.

An Assessment Officer will be focussed on clarifying assessment advice received, aiming to ensure an EHC plan accurately reflects the child or young person and that the education provision is specified and quantified, which regularly involves contacting and liaising with professionals who have provided advice for an assessment.

Once a final EHC Plan has been issued, the assessment Officer will ensure any final queries have been resolved and will then hand over to the Reviewing Officer. Assessment Officers generally work across all ages and aren't attached to any specific education settings. This is except for officers who hold the caseloads for our Early Years children and Children who are Looked After.

SEND Reviewing Officer

Once a final EHC Plan has been issued following an assessment, a SEND Reviewing Officer becomes the key SEND Team point of contact for the child/young person and their family and linked professionals.

Reviewing Officers are assigned to a set of education settings for children and young people attending North Somerset Schools, as well as children and young people who live in North Somerset but attend a school outside of their home area.

A Reviewing Officer is responsible for processing annual review reports, publishing the Local Authority decision following an annual review meeting and amending EHC Plans based on new evidence supplied with the annual review report.

Reviewing Officers attend review meetings whenever they can. It is not possible to attend every review, every year, owing to the large number of children and young people in North Somerset with an EHC Plan. They endeavour to attend as many reviews as possible for pupils who are in the final year of their education setting (such as year 6 in primary school and year 11 in secondary school).

Reviewing Officers will handle a range of queries raised by families, schools and professionals from other services and will liaise with those involved to advise and guide and resolve situations. They aim to facilitate conversations between all those involved, to reach an agreed plan for moving forwards for the benefit of the child or young person.

Senior SEND Officer

Senior SEND Officers support both the managers and the Officers within the team and each has a separate focus and set of responsibilities.

Senior Officers will

- attend mediation meetings
- support tribunal processes
- support line management of team members
- oversee day to day processes crucial in supporting the SEND Team to fulfil its statutory duties, such as
 - the organisation and implementation of improved annual review monitoring processes
 - placement funding
 - team training
 - quality assurance process for new Education Health and Care Plans.

Senior Officers provide case supervision support to team members and case advice and guidance to support Officers in their work with children and young people, their families and schools.

SEND Transitions Adviser

This role is focussed on supporting young people with an EHC Plan who are post 16 and not in education, employment and training (NNET).

The SEND Transitions Adviser will attempt to re-engage young people back in to education, employment and training by exploring with them, what is acting as a barrier to them engaging in learning or training, providing advice and guidance as appropriate to support this.

The role will often involve liaising closely with parents or carers and other professionals, to try and engage young people and understand the difficulties the young person may be facing. The Officer will often act as an advocate for the young person, in supporting

the SEND Officers with post 16 caseloads, to work with education settings with the aim to helping the young person re-engage with a college course, or training programme.

The Transitions Officer will also liaise with Officers holding secondary school review caseloads, where there are concerns that a young person might struggle to successfully manage the transition into post 16 education. Whatever the situation might be for the young person, the Transitions Adviser will be working in a person centred way, with the aim to gather the young person's views so the SEND team is clear on how they need to work towards supporting the young person's aims and aspirations.

SEND Project Officer

This role is focussed on working on improving systems and processes to support the SEND Team to deliver a service more effectively in North Somerset, in line with the North Somerset SEND Improvement Plan.

The role includes analysing data relevant to SEND processes and gathering information for inspections. The Project Officer will be looking at what processes are currently in place and making recommendations for improvements.

Enhanced Provision Service

The Enhanced Provision Service is provided by Specialist Autism Advisors, who receive referrals from schools to work directly with pupils whose primary need is autism or social communication difficulties (and their key staff) for a block of time.

There is a specific referral criteria that schools must meet. Referrals can be made for pupils if the placement is at risk of breakdown, or if the pupil is going through a significant transition, such as from primary to secondary school, or between a Key Stage.

In addition to this, our Specialist Autism Advisers provide Autism Education Trust accredited training for school practitioners within North Somerset.