



## Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
Job Title	SENDIASS Officer
Service	Quality Assurance and Safeguarding Standards
Team	SENDIASS
Location	Across Borough
Reports to	SENDIASS Manager
Worker Style	Hybrid – Remote working across various community hubs and schools
Responsible for	None
Grade	Grade 6
Contract Type	Permanent

Main Accountabilities	
1.	To provide high quality, legally accurate impartial information, advice and support to parents, carers, children and young people in accordance with the SEND Code of Practice and Minimum Standards. Support will be available via the helpline, email, website and social media and face-to-face meetings and will be tailored to the individual's needs. This will include advocacy support when necessary.
2.	To ensure that parents/carers and young people understand the local authority processes for statutory assessment and are supported through the EHC process. To review, inform and advise on EHC plans before and after final issue and at annual reviews.
3.	To provide mediation and dispute resolution information, advice and support to help to reduce misunderstandings and hence reduce complaints and escalations. Ability to resolve conflict with creative





	inter-agency solutions that meet children's and young person's needs.
4.	To support parents/carers and young people through the tribunal process including attending tribunal appeals.
5.	To maintain the confidential SENDIASS database to ensure that statistical information is up to date, can inform service development and feed into the national benchmarking exercise and Council reporting processes, ensuring that accurate records are kept in line with data protection, Wokingham Borough Council and SENDIASS policies.
6.	To actively build and maintain effective working relationships with local schools and colleges, local authority services, health services and local voluntary organisations.
7.	To keep up to date with SEND legislation and regional and national developments. Attendance at relevant events, training sessions and forums.
8.	To develop and deliver drop ins, support sessions and workshops throughout the borough on a variety of SEND related topics for children and young people with additional needs and to assist with the delivery of training events for parents/carers professionals around the SEND processes, helping them to communicate effectively with statutory service providers and other agencies.
9.	To contribute to the strategic planning and development of the SENDIASS service and to take positive action to involve children and young people with SEND in the planning and delivery of the service
10.	Ensure the Service is promoted locally via conferences, training events, leaflets, social media, web site and the local offer as appropriate and promote understanding of SENDIASS role in supporting children and young people
11.	To develop a wide knowledge of the Council and interrelationships with other service areas required to co-ordinate service and develop an understanding of relevant regulatory frameworks, processes and procedures.
12.	To undertake any other duties commensurate with the level of the post.





Person Specification	Essential	Desirable
Education/Qualifications	Yes	Knowledge of SEND Legislation
Experience	Yes	Working with children, young people and parents with SEND
Skills/Knowledge	Yes	Direct one to one or group work

Purpose Details	
Service Purpose	To support the SENDIASS team in delivery and development of the SENDIAS Service as set out in the Children and Families Act 2014 and the revised SEN Code of Practice 2015 and the Minimum Standards for Information Advice and Support Services.
Role Purpose	<p>You will be responsible for building on and developing ways of extending our service to meet the needs of those aged 0-25, through</p> <ul style="list-style-type: none"> <li>casework,</li> <li>design and delivery of suitable workshops for young people</li> <li>publicity of the service to children and young people, parents and professionals</li> <li>participating and assisting in the delivery of training sessions across council staff and partners</li> </ul> <p>Liaise with the SENDIASS Manager to ensure that children, young people and parents' views are heard and will support staff practice, learning and development when working with clients and groups in the 0-25 age range.</p> <p>Encourage effective partnership working.</p> <p>To demonstrate impartiality as commensurate with the key aspects of the role.</p> <p>To have an in-depth knowledge of Special Educational Needs and Disability Code of Practice 0 -25 years and the Children's and Families Act 2014, 1996 Educational Act, The Equalities Act, and related health and social care legislation.</p> <p>To demonstrate applied specialist and theoretical knowledge.</p>





<b>Corporate Parenting</b>	You will champion the principles of corporate parenting by embedding its ethos in all aspects of service delivery, ensuring decisions and actions consistently reflect the responsibility to act as a corporate parent to children in care and care leavers, and actively contribute to shaping and implementing the wider corporate parenting strategy.

<b>Supervision and Relationships</b>	
<b>Supervision Received</b>	Supervision from the SENDIASS Manager
<b>Supervision Given</b>	None
<b>Contacts</b>	Parents, Young People, Schools, education, health and social care professionals.

<b>Resources/Budget Management</b>	
	None

<b>Special Requirements</b>	
	Enhanced Adult & Children's DBS will be required Driving licence and use of own car to travel to various locations across the Borough Some lone working required Occasional attendance at evening meetings and weekend events Required to complete IPSEA levels 1, 2 & 3 training within one year.





--

Occupational Health Risk Assessment	Details
Skin/Respiratory Sensitisers	N
Working at Height	N
Exposure to Noise (>80-85dB)	N
Confined Spaces	N
Frequent Display Screen Equipment Use	Y
Driving for Work	Y
Hand Arm Vibration	N
Lone Working	Y
Healthcare/Social Contact with Patients	N
Blood Borne Viruses Exposure	N
Food Handling	N
Working with Animals	N
Specialised Medical Screening	N
Night Working	N
Safety Critical Work	N

Nature of the Role	Details
Healthcare or Hospital Work	N
Working with Children (under 18)	Y
Working with Elderly/Vulnerable Adults	Y
Work Environment Details	Hybrid





Role Involvement	Details
Working with Children	Y
Working with Vulnerable Adults	Y
Both of the Above	Y
Providing Care/Supervision for Children	N
Providing Care/Supervision for Vulnerable Adults	N
Both of the Above	N
None of the Above	N

Disclosure and Barring Service (DBS)	Details
DBS Requirement	Enhanced Children & Adults
Eligibility Tool	Find out which DBS check is right for your employee - GOV.UK ( <a href="#">Find out which DBS check is right for your employee - GOV.UK</a> )

Re-checks
Every three years

Evaluation Declaration	
Date of Evaluation:	31/03/2026
Evaluated by:	Katharine Linford Sendiass manager

