



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	SEND Assistant Tribunal Officer
Service	Children's Services: Education & SEND
Team	Special Educational Needs and Disabilities Service
Location	Shute End / Hybrid Working
Reports to	SEND Tribunal Officer
Worker Style	Hybrid - Remote working with attendance at Council offices as and when required
Responsible for	N/A
Grade	7
Contract Type	Full Time. Fixed Term 10 months
Post number (if known)	713074

Main Accountabilities	
1.	The role holder will support the SEND Tribunal Officer to adhere to Tribunal deadlines/timescales to ensure Tribunal Officers can participate fully in the appeal process and mitigate the risk of being barred from proceedings.
2.	To be the initial point of contact for the First-Tier Tribunal (SEND), parents/carers, legal representatives, educational settings and others in relation to live appeals.
3.	To ensure high quality bundles are compiled, in line with set deadlines, to support the SEND Tribunal Officer with their appeals.
4.	To ensure records are up-to-date and accurate using Capita to support reporting and forecasting purposes.
5.	Maintain the Tribunal inbox and respond to and resolving (where possible) day to day enquiries received by parents/carers, legal representatives, educational settings and others.
6.	Organise calendars to ensure adherence to Tribunal deadlines, and produce legal bundles as required and in accordance with Tribunal regulations
7.	Alert the SEND Tribunal Officer to correspondence from the First-tier Tribunal that includes tight timescales or actions that require significant input from the SEND Service.
8.	Support the SEND Tribunal Officer with preparing training for key stakeholders.





Person Specification	Essential	Desirable
Education/Qualifications		
Educated to A level, HNC or equivalent, or able to evidence ability at an equivalent level.	Y	
Experience		
Experience of the SEND Tribunal process from receipt to conclusion.		Y
Experience of working within a local authority, in particular a SEND Team, or within any SEND related Service.		Y
Experience within a role that operates within a legal context.		y
Skills/Knowledge		
Basic understanding SEND legal framework including Children and Families Act 2014 and SEND Code of Practice 2015	Y	
Knowledge of how SEND Teams operate within a local authority context.		Y
Competent in a range of IT tools, in particular use of Excel.	Y	
Ability to quickly assimilate information and make informed decisions under short time constraints.	Y	
A methodical approach to tasks, recording and reporting.	Y	
Ability to use Capita for Tribunal data input.		Y
Knowledge of how SEND Teams operate within a local authority context.		Y





A positive outlook that celebrates success, builds on a framework of good practice and seeks constructive solutions to problems.	Y	
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Purpose Details

Service Purpose	The SEND Team ensures that Wokingham Borough Council fulfils its statutory duties in relation to legislation around the assessment of children and young people's Special Educational Needs and Disabilities (SEND). The SEND team delivers new statutory assessments within the 20-week timeframe. It manages the annual review process and updates Education Health and Care Plans as required. The team monitors outcomes for children and young people with SEND who are in receipt of an Education, Health and Care Plan and support commissioned by WBC. They collect data related to the number and type of requests for Education Health and Care needs assessments and the type of provision required to meet the needs of children and young people with SEND to support WBC in their SEND sufficiency duties.
Role Purpose	The SEND Team acts on recommendations made through the multi-agency SEND Panel. This includes decisions that can be appealed by parents/carers and young people to the First-tier Tribunal (SEND), such as whether to carry out statutory EHC Needs Assessments, issue an EHC Plan following assessment, or make amendments following an annual review of an EHC Plan. Working within the SEND Service, the post holder will be responsible for acting on behalf of Wokingham Borough Council in all SEND appeals registered by the First-tier Tribunal (SEND). The SEND Assistant Tribunal Officer will support the SEND Tribunal Officer with their appeal case management, including responding to and resolving (where possible) day to day enquiries received by parents/carers, legal representatives, educational settings and others. The SEND Assistant Tribunal Officer will maintain the Tribunal Team email inbox, organise calendars to ensure adherence to Tribunal deadlines, and produce legal bundles as required and in accordance with Tribunal regulations. The SEND Assistant Tribunal Officer will make proactive contact with parents/carers, educational settings, and others, escalating complex and urgent issues to the Tribunal Team as required.
Corporate Parenting	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.

Supervision and Relationships

Supervision Received	SEND Tribunal Officer
Supervision Given	N/A
Contacts	SEND Team, Professional Services (such as educational psychologists), health and social care colleagues, educational settings, legal counsel, parents/carers, children and young people, elected members, DfE advisors, Ofsted.





Resources/Budget Management

No budget directly managed, however the financial consequence to the Council for this area is significant.

Special Requirements

Enhanced DBS required. Ability to travel to a variety of locations in borough to develop relations with educational settings and attend/deliver training to key stakeholders.

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	N
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





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Work Environment Details	Hybrid: Shute End & Home Working
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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	
Eligibility Tool	Find out which DBS check is right for your employee - GOV.UK (Find out which DBS check is right for your employee - GOV.UK)	

Re-checks
DBS re-check every 3 years

Evaluation Declaration	
Date of Evaluation:	September 2024
Evaluated by:	Jamie Conran, Head of SEND

