

JOB DESCRIPTION

Job Title	Assessment and Reviewing Officer		
Directorate	Children, Families and Education		
Reporting to	Senior Assessment & Reviewing Officer		
Grade	12		
Evaluation ref:	AG0919	Job Family ref:	
Role purpose			
The purpose of the Assessment and Reviewing Officer role is to ensure that children and young people with Special Educational Needs and Disabilities (SEND) receive high-quality, outcome-focused Education, Health and Care (EHC) assessments and annual reviews within statutory timeframes. The postholder plays a central role in supporting Somerset Council to meet its statutory duties under the Children and Families Act 2014 and the SEND Code of Practice 2015. This involves acting as the single key point of contact for families, education settings and professionals, coordinating multi-agency involvement, and ensuring accurate, timely and person-centred EHC plans that reflect the needs, aspirations and outcomes for each child or young person. In addition, the role contributes to maintaining professional standards across the service by promoting early identification of SEND, ensuring effective liaison between agencies, and supporting formal processes such as mediation and tribunal preparation. The postholder is responsible for managing their own caseload, maintaining accurate records, providing up-to-date information on the Local Offer, and building strong, trusting relationships with parents, carers and partner professionals. Through these activities, the role helps to deliver a consistently high standard of service for children and families in Somerset and supports the wider success of the Council and Local Area SEND partnership.			
Responsibilities			
Promote professional standards in the service by delivering outcome focussed assessments and contribution to the service and the wider success of the Council and Local Area for Special Education Needs and Disabilities (SEND). Ensure children and young people with SEND receive an Education Health and Care assessment or annual review within statutory timeframes which meets their needs. Support the local authority in meeting the requirements of the Children and Families Act 2014 and the SEND code of Practice 2015. Act as a single key point of contact for children, young people, families, education establishments and service users to include ensuring appropriate arrangements of services, advice, support, and guidance.			

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Work with practitioners and services around the child, young person and their family, contributing to identifying when specialist (Social Workers; Educational Psychologists; Occupational Therapists; Speech & Language Therapists and other professionals) involvement is required, make the appropriate contacts and ensure effective liaison with these practitioners, including person centred planning meetings.

Promote the early identification of children and young people with special educational needs and/or a disability in line with early support principles through working in a multi professional way.

Work within statutory timeframes to complete and review EHCP to a high quality.

Attend planning meetings, annual reviews, emergency reviews and any other meetings as requested on behalf of the Local Authority.

Maintain up to date case records using the Council's pupil database (CAPITA).

Manage own caseload and keep managers informed of potential issues.

Provide information, support, and promote the Local Offer, e.g. ensure all information uploaded on the Local Offer is the most up to date information recorded.

Support formal disagreement resolution actions. Attend mediation meetings and assist the Senior Assessment and Review Officers with Tribunal preparation.

Understand the key performance indicators within the service area and contribute to improvement within this area.

Maintain an understanding of the relevant legislations both within the

Special Educational Needs arena and Childrens' and Adults' social care. Promote opportunity for all.

Be aware of safeguarding issues and refer to a Senior member of staff any concerns about the safety or welfare of a service user.

Co-ordinate Education, Health & Care needs assessments ensuring compliance with The Special Educational Needs & Disability Code of Practice 2015 and statutory timeframes.

Write a clear outcome focussed plan that encompasses all the relevant information about the child or young person that is representative of their need. Maintain caseload records.

Build trusting relationships with parents/carers, children, young people,

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Education Establishments and professionals, whilst managing their expectations.

Support the Senior Assessment and Review Officer & SEND Operational Manager as required, but particularly in preparation of case chronologies and Tribunal preparation.

Impact

Contacts & Relationships

The principal purpose of the role is to ensure that a consistently good standard of service is delivered to children and families in Somerset meeting or exceeding Statutory, Council or Service standards. This will involve a range of day-to-day activities, including priority setting, resolving issues and team communication.

The postholder will report directly to the Senior Assessment & Review Officer.

The postholder will need to develop and maintain a network of colleague in SC and Health Managers, private, voluntary and community sector leaders and managers and other bodies/agencies, both locally and nationally in order to develop the service in line with best practice and ensure that resources are optimised in the delivery of services.

The postholder requires sound communication skills to ensure effective feedback arrangements from clients and customers and to enable an effective service to be maintained during changes and new ways of working.

Resources

Deliver outcome focussed assessments and contribute to the service and the wider success of the Council and Local Area for Special Education Needs and Disabilities (SEND).

Knowledge / Experience / Skills

	Essential	Desirable
Knowledge		
Understanding of person-centred planning principles and how to translate multi-agency professional advice into high-quality, outcome-focused EHCP content.	X	
Knowledge of statutory SEND processes, including EHC needs assessments, annual review requirements, and legal timeframes.	X	
Promote professional standards in the service by delivering outcome focussed assessments and contribution to the service and the wider success of the Council and Local Area for Special Education Needs and Disabilities (SEND).	X	

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Experience		
Sound understanding and practice of multi-disciplinary working.	X	
Evidence of skills, knowledge and experience to be able to assess and manage risk for the most vulnerable children.	X	
Strong evidence that you are a team player but also can demonstrate the ability to work on your own initiative whilst prioritising tasks.	X	
Experience of leading multi-agency meetings	X	
Experience of writing good quality person centred plans.	X	
Experience of working with IT Client databases.	X	
Experience of working within the Council's safeguarding policies and procedures.	X	
Qualifications / Registrations / Certifications		
Recognised and relevant professional qualifications e.g. teaching qualifications, social work, other level 3 qualifications, management qualifications.	X	
Evidence of work-related continuing management development.	X	
Skills		
Ability to demonstrate effective time management, excellent organisation, ability to prioritise and effective delegation.	X	
Ability to establish a successful, honest and trusting relationship with the child, young person, family, school and other professionals.	X	
Ability to speak fluent English as stated in Part 7 of the Immigration Act (2016).	X	
Working Conditions		
Working Arrangements		
Somerset Council's dynamic Working Strategy will be applied to this position.		

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Corporate Responsibilities

Understand, uphold, and promote the aims of the council's equality, diversity, and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.

Date: June 2025