

## Pupil Placement Officer

**Reports to: Pupil Placement Strategic Manager**

**Hours: 8am-4pm, Monday to Friday, full year**

**Pay grade: KSG plus Five Acre Wood allowance**

### *Purpose of Job:*

To support the delivery of an efficient, compliant and child-centred pupil placement and SEND administration service, ensuring high-quality coordination between the school, families, and external agencies.

### *Principal Accountabilities:*

- Provide support to ensure the effective running of the pupil placement and SEND processes.
- Coordinate and support the scheduling and administration of EHCP Annual Review meetings across all school sites, ensuring consistency and high standards.
- Liaise with Local Authorities (including KCC and others), parents/carers, and professionals regarding Annual Reviews, including early reviews where required.
- Support the review process to ensure it remains child-centred and that the pupil voice is clearly represented.
- Act as a point of contact for Local Authorities regarding outcomes from Annual Reviews, including requests for additional funding, change of placement requests and personal budget requests.
- Monitor and follow up with Local Authorities to ensure timely decisions and receipt of updated EHCP documentation.
- Support the implementation and monitoring of EHCP requirements within the school provision.
- Work collaboratively with therapy teams and other professionals to support pupil provision.
- Respond to and liaise with parents/carers regarding EHCP content, supporting resolution of queries or concerns.
- Assist in coordinating pupil admissions in liaison with the Strategic Manager and Senior Leadership Team.
- Ensure all consultation responses are completed and submitted within statutory 15-day timelines, maintaining accurate records of outcomes.
- Ensure that up-to-date records of all placement consultations, decisions, and communications are maintained.
- Support responses to placement requests received through systems such as SharePoint (e.g. phased transition process), ensuring deadlines are met.
- Assist in organising and facilitating transition meetings for new pupils joining the school.
- Support the preparation and collation of documentation for SEND Tribunal appeals, ensuring evidence is gathered and submitted within required timescales.
- Track and follow up Tribunal cases with Local Authorities to ensure timely updates and progression.
- Assist in investigating complaints by gathering relevant information and maintaining communication with parents/carers during the process.
- Support the preparation of reports following investigations for review by senior staff.
- Assist with Freedom of Information Requests (FOI) and Data Subject Access Requests (DSAR), ensuring information is collated and provided within statutory deadlines.
- Support responses to information requests from external professionals (e.g. solicitors, social workers).
- Represent the school at meetings where appropriate, as directed by the Strategic Manager.
- Support attendance monitoring processes in collaboration with the Attendance Officer and wider team.
- Assist in maintaining effective communication systems with parents and carers, promoting engagement.
- Contribute to data collection, reporting, and analysis to identify trends and support decision-making.
- Work collaboratively with colleagues across departments to ensure coordinated service delivery.
- Communicate effectively with students, families, carers, and professionals, ensuring information is shared appropriately and confidentially.
- Ensure that accurate records are maintained and provide feedback to support planning and evaluation.
- Work within safeguarding, confidentiality, health and safety, and data protection policies at all times.

- Undertake any other duties appropriate to the role as directed by the Strategic Manager or Senior Leadership Team.

### **Effective communication and engagement with students, their families and carers and other professionals.**

- Communicate effectively with students, families, carers, and professionals.
- Share information appropriately, providing feedback to staff to support planning and evaluation, in line with safeguarding, confidentiality, health and safety policies.
- Work in a team context – forging and sustaining relationships across agencies and respecting the contribution of others working with children and their families.

### **Professional and Personal Conduct**

- Communicate effectively with parents, carers and external professionals, if requested.
- Keep abreast of whole school communication.
- Arrive at school in time to be appropriately prepared for the start of working hours.
- Work collaboratively with colleagues and lead teaching assistants when required.
- Provide accurate feedback and maintain appropriate records.
- Participate in meetings, training and other learning activities and performance development as required.
- Contribute to the overall work/aims of the school.

### **Safeguarding and promoting the welfare of the child**

- Safeguard and promote the welfare of children by providing a safe, supportive environment, working within school policies, maintaining professional boundaries, and understanding role limitations.
- Only carry out care interventions when appropriately trained and assessed as competent, and assist with the supervision of individuals and groups as required.
- Monitor, record, and report safeguarding concerns or changes appropriately, referring to line managers in line with school policies and maintaining accurate records.

### **Health & safety**

- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.

Your duties will initially be as set out in the job description, but this could be amended from time to time to reflect changes in or to the job.

## Person Specification

REQUIREMENT	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS /TRAINING</b>	<ul style="list-style-type: none"> <li>GCSE in English and Maths, minimum grade C.</li> <li>Full clean driving licence and own transport.</li> </ul>	<ul style="list-style-type: none"> <li>Relevant qualification in education administration, SEND, business administration or local authority processes.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Excellent experience of leading a team, setting clear expectations for delivery of staff</li> </ul>	
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Current education legislation to include the SEN and Disability Code of Practice</li> </ul>	<ul style="list-style-type: none"> <li>An understanding of school education processes, phase learning and behaviour management strategies</li> <li>An understanding of SEN pupil needs and experience working within a pupil facing setting</li> <li>Safeguarding</li> </ul>
<b>SKILLS/ABILITIES</b>	<ul style="list-style-type: none"> <li>Good communications skills</li> <li>Excellent PC skills</li> <li>Highly confidential in all aspects of the role.</li> <li>Ability to manage differing priorities on a daily basis</li> <li>Professional in representing the school both internally and externally</li> </ul>	
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>Organised</li> <li>Being discrete, professional, respectful and friendly</li> <li>Being efficient and dependable, while maintaining flexibility to adapt to rapid change, while remaining calm in unexpected or changing situations</li> <li>Ability to work successfully as part of a team</li> <li>Confidentiality</li> <li>Committed to the school's policies and ethos</li> <li>Committed to continuing professional development</li> </ul>	
<b>EFFORT/ENVIRONMENT</b>	<ul style="list-style-type: none"> <li>Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>Emotional resilience in working with challenging behaviours and attitudes to use authority and maintaining discipline</li> <li>Assist with ensuring Safeguarding policies and protocols are correctly followed</li> </ul>	

**Acknowledgement of Receipt of Job Description**

- I have received a copy of the job description for Pupil Placement Officer and have read and understand the duties and responsibilities.
- I understand that the duties and responsibilities in the job description are subject to change at the discretion of my employer at any time.
- I understand that my signature below indicates that I have read and understood the above statements.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_