



POST HELD:	School Placement Officer
SALARY SCALE:	Scale 4.- Inner London
REPORT TO:	Assistant Headteachers
RESPONSIBLE FOR:	n/a

Main purposes of the job

- To plan and organise the consultation process.
- To process and analyse the consultation information and report to the appropriate Assistant Headteacher for an outcome.
- To respond to consultations within the statutory timescales.
- To prepare paperwork for tribunal cases.
- To carry out general administrative tasks as required by the Headteacher or Deputy Headteacher.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.
- To correspond with multiple agencies via email/telephone or face to face meetings.
- To organise the timetable of visits and meetings for consultations and tribunals.

Main responsibilities and tasks

Consultations

- To work under the guidance of the Assistant Headteachers in the planning and implementation of the consultation process.
- To manage the consultation email account.
- To maintain the consultation spreadsheet.
- To review provided paperwork for potential school placement.
- To arrange school or home visits to observe potential pupil.
- To prepare a report to the relevant pathway Assistant Headteacher to support decision making on the potential placement or rejection of a pupil.
- To respond to consultation requests within the statutory timescales.
- To liaise with the London Borough of Barking and Dagenham EHC team and those of other local authorities.
- To be mindful of GDPR when sharing pupil information.
- To seek further advice from external professionals where needed.



Tribunals

- To work under the guidance of the Assistant Headteachers in the planning and implementation of the tribunal process.
- To review and prepare provided paperwork for tribunals.
- To gather further evidence in support of the school's position on the tribunal.
- To prepare tribunal documentation ensuring the relevant Assistant Headteacher has the most up to date information available to them for attending a tribunal.
- To respond to tribunal within the statutory timescales.
- To attend tribunals in support of the relevant Assistant Headteacher.

Other roles

When workload allows, to add additional capacity to the administration team to cover job roles such as:

- EHC Annual Review
- Reception
- Data processing
- Finance
- HR administration

April 2023