

**Special Educational Needs and Disability Assessment and Review Team
(SENDART)**

The job roles in SENDART

Role	Abbreviated Name	Description of Role
SENDART Manager – (Assessments) SENDART Manager – (Reviews)	n/a	<p>The team managers have responsibility for leading and managing SENDART to ensure the local authority meets its statutory duties in relation to the SEND Code of Practice in respect of Education, Health and Care (EHC) Assessment, EHC Plans, and annual review processes for children and young people across the 0-25 year age range.</p> <p>SENDART Manager - Assessments chairs the weekly SEN Panel with delegated authority to be the final decision maker, ensures there are robust back office arrangements in place to facilitate effective communication and efficient processing of the work of the full team, and is the lead for ensuring that Education Health and Care Assessments in the East Riding are completed within the statutory 20 week timescale.</p> <p>SENDART Manager – Reviews is the lead for the annual review of Education Health and Care Plans in the East Riding; this includes ensuring that the statutory timescales for annual review processes are met.</p>
Senior Education Health and Care Officer	Senior EHCO	<p>There are six senior EHCOs in the team who have performance / case management responsibilities in one of three areas of the local authority (there are two Senior EHCOs in each of North, East and West area). The Senior EHCOs manage the EHCOs in their area to ensure the statutory requirements relating to EHC Assessments, Plans and annual reviews are adhered to. The senior EHCOs are also responsible for a number of children and young people's EHC plans.</p>
Education Health and Care Officer	EHCO	<p>EHCOs are in a coordinating role in respect of the statutory requirements of the team - ensuring children and young people with SEND, (0-25 years) and their families are at the centre of EHC assessment, planning and review processes by:</p> <ul style="list-style-type: none"> • facilitating person centred planning meetings • facilitating the co-production of EHC assessments and plans; ensuring children and / or parent/carers are involved in all meetings and development of EHC plans • being the main point of contact for families during EHC planning processes • ensuring EHC assessments and reviews of EHC Plans are completed within statutory timescales

		<ul style="list-style-type: none"> working with other relevant professionals in education, health and social care, along with other services relevant to the child and / or family to ensure that their knowledge, experience, assessment of the child informs the EHC Plan
Senior SENDART Assistant	SSA	The SSA manages the SAs, TA and CS Admin officer in the team and is responsible for ensuring there are high quality service functions and standards in place - relating to statutory EHC processes and the response that is received when contact is made to the team.
SENDART Assistant	SA	The SA is the first point of contact with the team – answering phone and email enquiries, and processing all of the work of the team. They are therefore key players in ensuring the local authority meets its statutory duties / deadlines. They have the SEND knowledge and access to relevant information to enable them to answer questions and queries in a timely manner.
Technical Assistant	TA	The TA supports the work of the EHCOs and SAs – with a prime focus on maintaining data systems and processing funding actions; communicating with schools and providers to respond to queries.
Children's Services Administrator	CS Admin	The CS Admin supports the work of the EHCOs, SAs and TA with office administrative duties – ensuring equipment and supplies for the team are ordered and available, and data entry into the IT systems used by the team.