



**APPLICANT INFORMATION  
PACK  
SEN APPEALS ADVISOR  
(TEMPORARY COVER)**



Graham House  
Knockbracken Healthcare Park  
Saintfield Road  
Belfast  
BT8 8BH

**POST: Temporary SEN Appeals Advisor and Tribunal Representative**

**Short-Term Cover (June 2025- Sept 25)**

**SPECIAL EDUCATIONAL NEEDS ADVICE CENTRE (SENAC) Charity No: NIC101355**

Dear Applicant,

Thank you for your interest in this post.

To apply for this position please forward your CV by the closing date of 22nd May 2025 to [heather.larkin@senac.co.uk](mailto:heather.larkin@senac.co.uk)

**Please ensure your CV demonstrates how you meet the personnel specification for this role in terms of your qualifications and experience. Please provide contact details for two references.**

**If you are shortlisted for this position, you will be invited for interview.**

Contained in this Application Pack are the following:

- Information about SENAC
- Information about SENAC's Tribunal Support and Representation Service
- Role Description
- Personnel Specification

All information provided in your application will be treated in confidence and in line with relevant legislation, regulations and SENAC's Policies.

**Equal Opportunities:** As an employer of a small team of employees SENAC is not required under current legislation to include an Equal Opportunities Monitoring Form. However, SENAC is committed to promoting equality of opportunity and maintains an equal opportunities policy and recruitment and selection policy, solely based on the ability to meet the requirements of the post irrespective of race, ethnic or national origins, religion, disability, gender, marital or family status, sexuality, age or religious belief or political opinion. SENAC is opposed to all forms of unlawful and unfair discrimination.

## **ABOUT SENAC:**

Operating since 2003 the Special Educational Needs Advice Centre (SENAC) is a charitable organisation, designed to meet the educational needs of children and young people with special educational needs (SEN) and disabilities throughout Northern Ireland.

SENAC provides independent advice and advocacy for parents and professionals on the current statutory SEN framework applied by schools and the Education Authority to identify, assess and make provision for children with SEN and disabilities.

Our free independent services include:

- A confidential SEN Adviceline providing immediate advice and information.
- Tribunal Support and Representation for families appealing to the SEND Tribunal.
- Community Support and Information Service providing community-based workshops on the SEN Framework for parents and community groups.
- Education Advocacy Service engaging directly with families, schools, and the Education Authority on SEN provision for individual children and their parents.

SENAC is governed by a voluntary Board of Directors. The members of the Board have a diverse range of skills, background and experience and includes parents of children with special educational needs who have used SENAC's services and have responsibility for the overall governance of the organisation.

### **Special Educational Needs and Disability Tribunal Support and Representation Service at SENAC**

This service provides independent advice, representation and support for parents taking SEN appeals on Education Authority decisions to the Special Educational Needs and Disability Tribunal (SENDIST).

This post is to provide temporary cover from June to early September for this service. The appointed candidate will deliver the service as set out in the Job Description below.

Working hours are flexible and can be discussed. Up to a maximum of 30 hours per week is available. This post is suitable for home-working if preferred however you may be required to attend meetings in SENAC's office and Tribunal Hearings as required.

Please note this post is subject to a satisfactory Basic Disclosure check from Access NI. The appointed candidate will also be required to undertake safeguarding training.

## JOB DESCRIPTION

Main Function of Role	
To provide appeal advice, support and Hearing representation for parents appealing to the Special Educational Needs and Disability Tribunal (SENDIST)	
Key Tasks and Duties	<ul style="list-style-type: none"> <li>• Provide advice and information on the procedures surrounding appeals to the SENDIST and parents' Appeal rights within the SEN legislative framework.</li> <li>• To advise parents on education law, the statutory framework for special educational needs, the rights of parents and children within the framework and the duties of the Education Authority and schools under current SEN legislation.</li> <li>• To assist parents to lodge a notice of appeal to the SENDIST.</li> <li>• To draft notice of appeals and/or provide advice and guidance to parents on completion of their notice of appeal.</li> <li>• To draft Case Statements and/or provide guidance and advice on the preparation of case statements and gathering of evidence for the SENDIST appeal.</li> <li>• To support and advise as required throughout the appeals process.</li> <li>• Provide representation, and advocate for the child or young person at the SENDIST hearings as required.</li> <li>• To engage with and advocate in meetings with schools and the Education Authority for the children and young people as required.</li> <li>• To liaise with SENAC's Advice and Advocacy Team.</li> <li>• To effectively manage case work.</li> <li>• To maintain efficient record keeping in line with agreed recording methods.</li> <li>• To liaise with other relevant agencies, legal practitioners and organisations as appropriate to the appeal and evidence gathering.</li> <li>• To attend staff and committee meetings as required.</li> <li>• To maintain confidentiality of SENAC's records in line with procedure.</li> <li>• To adhere to all SENAC's policies and practice.</li> </ul>

## PERSONNEL SPECIFICATION

	Essential
<b>Qualifications/ Attainments</b>	Hold a degree, or diploma in Law.
<b>Experience</b>	<p>A minimum of 1 years' experience providing advocacy or legal advice in an employed capacity.</p> <p>Experience of providing representation in Tribunal Hearings.</p> <p>Experience of Case Management i.e. managing a case load effectively and maintaining a high standard of record keeping</p> <p>Experience of applying the current legislation and regulations governing special educational needs.</p>

**Please ensure your CV clearly demonstrates you meet all the personnel specifications above for this role.**

**Thank you.**

**For more information on SENAC visit [www.senac.co.uk](http://www.senac.co.uk)**