

JOB SUMMARY

Post Title	SEN Casework Officer						
Job Family	<i>Service Delivery</i>	Pay Range	9	Line Manager to others?	No	Role profile ref	<i>SD09</i>
Service Area	<i>Children's Services</i>						
Line Manager	<i>Senior Special Needs Officer</i>						
Location	<i>County Hall, Newport / Agile</i>						

<p>Job Purpose</p> <p>This role sits within the SEN Assessment and Review team. Its purpose is to manage, facilitate and co-ordinate the statutory assessment of children and young people and also to ensure that children and young people receive the appropriate services and provision to meet need and EHCP outcomes.</p> <p>The post holder will work in partnership with children, young people and their families as well as professional agencies in education, health and social care and the third sector.</p>

<p>Job Context</p> <ul style="list-style-type: none"> - Act as named officer and manage a defined caseload. - Ensure statutory processes are followed according to the 2014 Children and Families Act and DfE guidelines. - Maintain, develop and improve relationships with other agencies (e.g. Health and Social Care) and education settings. - Maintain a Person Centred approach with all casework. - Liaise with education settings and providers as well as health and care agencies to ensure appropriate provision is in place and monitored effectively for children and young people with an EHC Plan. - Deal with parental expectations of service provision that may conflict with what is statutory and available. - Provide professional advice and support to schools, Lead Officers and education, care and health providers in relation to SEND identification, assessment, planning and service provision. - Chair and attend meetings. - Provide high speed accurate word processing skills and input into and interpret data.

Knowledge, Skills and Experience			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Proven ability to influence based on facts and evidence, a range of audiences with differing competence and abilities. Ability to communicate one to one and with specific groups.	<i>Work alongside children, young people, parent/carers, health and social care colleagues, education settings and independent providers. Manage an agreed caseload of a sensitive and complex nature. Understand, implement and maintain a Person Centred Approach. Ability to chair and facilitate meetings.</i>	E	
In depth knowledge of the specialist work area and relevant legislation, regulations, processes, systems, procedures and standards. Good knowledge of other areas of the authority relevant to the service.	<i>Robust statutory decision making within framework of the Children and Families Act 2014 and the SEN Code of Practice in order to meet the needs of children and young people with SEND who require an Education Health and Care Plan.</i>	E	
Literacy and numeracy skills with proven ability to maintain accurate records and write clear, accurate and concise reports.	<i>Analyse briefs, evidence and information from wide source of professionals. Communicate outcomes and information and ensure EMS recording is up to date and accurate.</i>	E	
Knowledge of relevant financial processes and experience or training sufficient to ensure financial processing and / or budget monitoring is completed accurately.			D

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Good ICT skills including use of Microsoft applications and specialist systems.	<i>Experience of using ICT for database, record keeping, creating documents and inputting and maintain statutory EHC Plans.</i>	E	
Substantial practical experience demonstrating development through a series of progressively more demanding and relevant work roles. Relevant experience within the service area, working as part of team to meet service standards, targets and deadlines.	<i>Significant experience of working directly with families, children and young people with SEN needs. Considerable experience within education or related field including decision making within agreed procedures. Ability to think creatively using available resources to lead and manage multi agency solutions to meet the statutory outcomes for children and young people with EHC Plans</i>	E	
Good planning and organisational skills, with proven ability to use initiative, prioritise workloads, monitor and evaluate work and ensure deadlines are achieved.	<i>Ability to think creatively using available resources to lead and manage multi agency solutions to meet the statutory outcomes for children and young people with EHC Plans and to manage unmet parental expectations</i>	E	
Qualifications			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Relevant vocational / professional qualification.	<i>Educated to degree level or similar in related area</i>	E	
Other Requirements			
<i>Valid Driving Licence and use of own vehicle for work purposes</i>			
<i>Full DBS check</i>			
Organisation Structure (optional)			