

JOB SUMMARY

Post Title	SEND Casework Officer						
Job Family	Service Delivery	Pay Range	9	Line Manager to others?	No	Role profile ref	SD09
Service Area	Childrens Services Education Access and Inclusion						
Line Manager	Nichola Smith						
Location	County Hall, Agile						

Job Purpose

This role is to manage a caseload of children or young people with SEND where they are undergoing an Education Health and Care Plan Needs Assessment, have an Education Health and Care Plan, or where they are referred to the SEND Team.

To lead on the drafting and issuing of Education Health and Care Plans, the reviewing and maintaining of Education Health and Care Plans, following annual reviews and to manage the complex cases of vulnerable pupils.

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.

Job Context

- 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
- Contribute to the development of the SEND Service, supporting in the development policies and projects, as required by the SEND Manager.
- 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
- Contribute to the development of partnership working with all relevant agencies, particularly head teachers, SENCO's and senior staff in schools, other services within the Council, external partners in Health and the voluntary sector including the development and delivery of training and support packages.
- Effectively handle all queries and respond to enquirers, which may require some research.
- Exchange varied information with a range of audiences, including the public, where complex interpretation could be required.
- 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
- Attend a variety of statutory meetings and offer appropriate challenge regarding progress towards the objectives of the Education, Health and Care Plan.
- To coordinate and lead in the EHC assessment process, with responsibility for preparing and presenting information about individual pupils and participation in decision making, about the provision required to meet the special educational needs and disabilities of pupils whose needs have been assessed.
- To be responsible for the production of high quality and person-centered Education, Health and Care Plans that are produced and reviewed in accordance with the Section 19 principles of the children and Families Act 2014, within statutory timescales and in accordance with the SEND Regulations 2014 and the SEND Code of Practice: 0-25.

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Knowledge, Skills and Experience			
Role Profile requirements.	Job specific examples.	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.	<p>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.</p> <p>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</p>	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.	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.	E	
Literacy and numeracy skills with proven ability to maintain accurate records and write clear, accurate and concise reports.	Analyse briefs, evidence and information from wide source of professionals. Communicate outcomes and information and ensure EMS recording is up to date and accurate.	E	
Knowledge of relevant financial processes and experience or training sufficient to ensure financial processing and / or budget monitoring is completed accurately.	To be responsible for the production of high quality and person centered Education, Health and Care Plans that are produced and reviewed in accordance with the Section 19 principles of the children and Families Act 2014, within statutory timescales and in accordance with the SEND Regulations 2014 and the SEND Code of Practice: 0-25.		D
Good ICT skills including use of Microsoft applications and specialist systems.	Experience of using ICT for database, record keeping, creating documents and inputting and maintain statutory EHC Plans	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.	To have a significant knowledge of the Children and Families Act and Special Educational Needs and Disability, Code of Practice 0 – 25 years, and all associated legislation and guidance, in relation to working with and supporting children and young people with special educational needs and disabilities and their families.	E	

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Good planning and organisational skills, with proven ability to use initiative, prioritise workloads, monitor and evaluate work and ensure deadlines are achieved.	To prepare reports, present information and make recommendations at decision making panels for potentially high cost placements, independent special schools and commissioned bespoke provision where appropriate.	E	
Qualifications			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
May require relevant certifications including evidence of fluency in English language.			
Educated to A level standard or equivalent or equivalent experience.			
Relevant vocational / professional qualification.	Educated to degree level or similar in related area		
Other Requirements			
Valid Driving Licence and use of own vehicle for work purposes			
Enhanced DBS check			
Organisation Structure (optional)			