



## Job profile

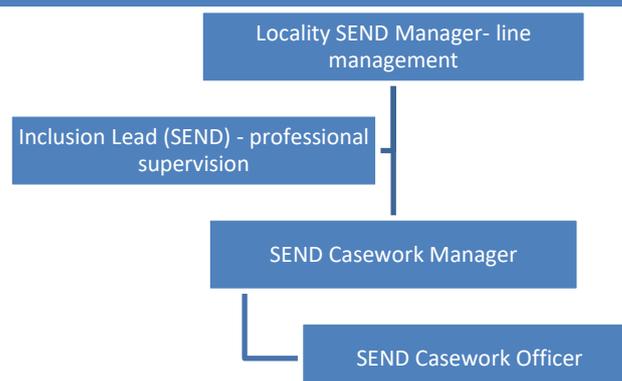
### Service and job specific context statement

<b>Directorate:</b>	Children and Young People's Service
<b>Service:</b>	Inclusion
<b>Post title:</b>	SEN Casework Officer
<b>Grade:</b>	J
<b>Responsible to:</b>	SEND Casework Manager
<b>Staff managed:</b>	None
<b>Date of issue:</b>	August 2019
<b>Job family:</b>	<b>C&amp;S - Care &amp; Support</b>

### Job context

- The Directorate has established an integrated SEND Service (0-25) to provide improved experience for children and young people with SEND and their families, including pathways and key points for assessment and decision making.
- The role will involve working in an integrated way with a variety of partner agencies and organisations both internally within the County Council, and externally, to co-ordinate the Education, Health and Care Assessment and then to write Education, Health and Care Plans (EHCPs) and review and implement in line with Statutory guidance (SEND Code of Practice 2014 and Children and Families Act 2014).
- The post holder will need to have a commitment to shared values and the common purpose of developing a culture of interagency working; including statutory bodies, third and private sector organisations.
- The role will involve working in an integrated way with a variety of partner agencies and organisations both internally within the County Council, and externally, to co-ordinate the Education, Health and Care Assessment and then to write Education, Health and Care Plans (EHCPs) and review and implement in line with Statutory guidance (SEND Code of Practice 2014 and Children and Families Act 2014).
- The post holder will need to have a commitment to shared values and the common purpose of developing a culture of interagency working; including statutory bodies, third and private sector organisations.
- Postholders are expected to work autonomously and make decisions at all stages of the statutory process – very few cases would need to be escalated.

### Structure





## Job profile

### Job Description

<b>Job purpose</b>	<p>The core focus of this job is to provide professional expertise around the statutory SEND process (including relevant legislation and guidance) and be responsible for discharging the Local Authority's duties in terms of statutory assessment and reviews for children and young people (Aged 0-25) with Special Educational Needs (SEND).</p>
<b>Operational management</b>	<ul style="list-style-type: none"> <li>• To be responsible for a caseload of children and young people either with EHC Plans or undergoing statutory assessment</li> <li>• To maintain an active oversight of caseload and taking appropriate action when issues arise</li> <li>• To attend annual reviews that have been identified as priority with the SEND Co-ordinator and monitor progress of the child or young person against the outcomes of the EHCP</li> <li>• To encourage and model active engagement in the statutory process across education, health and care , parents and children and young people, in order to secure information and advice from key partners</li> <li>• To write high quality, person centred EHCPs defining clear and measurable outcomes based on the advice received</li> <li>• To liaise with parents, schools and settings to identify an appropriate local educational placement to meet assessed needs</li> <li>• To be actively involved in informal and first line dispute resolution including mediation and to support any requirement for tribunal with high quality evidence and information</li> <li>• To liaise with settings, parents/carers, children and young people and relevant agencies and professionals over the implementation of EHC plans providing appropriate levels of support and challenge</li> <li>• Gathering information and synthesising recommendations on the support and financial resources required in order to meet the outcomes outlined in the EHCP with relevant professionals in Health, Children's Social Care, Disabled Children's Service and Health and Adult Services as appropriate</li> <li>• To oversee the monitoring of LA systems to ensure that each EHCP is reviewed annually in accordance with the SEN Code of Practice</li> <li>• To attend and represent the Authority at reviews including annual reviews as well as those of other agencies</li> <li>• To provide professional expertise in relation to statutory SEND process and work in both a consultative and advisory capacity at annual reviews, multi-agency meetings, case conferences and child protection conferences and answer direct issues as they arise from settings, parents/carers, children and young people or other agencies/professionals.</li> <li>• On behalf of the LA to undertake revision of EHCPs in accordance with statutory and LA requirements including the provision of advice as to the timely cessation of EHCPs and/or a reduction in the levels of support required in line with the child/young person's progress.</li> <li>• To have access to knowledge of local and out of authority 0-25 settings and the internal systems by which these are accessed in order to ensure each child has a suitable placement identified in section I of their EHCP</li> </ul>



## Job profile

	<ul style="list-style-type: none"> <li>To liaise with the relevant multi-disciplinary teams, attend case conferences and reviews of pupils with SEN as appropriate and oversee follow-up action including communication with parents/carers/settings/children/young people and relevant internal and external professionals as appropriate</li> <li>To undertake such other duties commensurate with the seniority and expertise required in the post as the Director of Children's Services may from time to time determine</li> <li>To keep abreast of relevant developments in the field of SEND and to participate in training and development opportunities to ensure compliance with any updated statutory process or legislation</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>Establish rapport and respectful, trusting relationships with children, young people, their families and carers.</li> <li>Develop and use effective communication systems appropriate to the audience and understand how to use these in a timely manner according to the audience's different needs</li> <li>Ensure that co-production of each EHCP is achieved – primarily with children, young people, parents and families but also with key stakeholders – by effective communication which supports engagement</li> <li>Know how to listen to people, make them feel valued and involved and know when it is important to focus on the individual rather than the group.</li> <li>Remember and understand the procedures and legislation relating to confidentiality issues that apply to your job role</li> <li>Understand the key role and value of parents and carers; know when to refer them for further sources of information advice or support</li> </ul>
<b>Partnership / corporate working</b>	<ul style="list-style-type: none"> <li>To work actively with local Health and Social Care professionals as well as other voluntary agencies and attend relevant inter-agency meetings as appropriate</li> <li>To work with a range of settings and stakeholders across the whole age range 0-25 to ensure assessment and identification of children and young people with SEND and how their needs will be best met</li> </ul>
<b>Resource management</b>	<ul style="list-style-type: none"> <li>Making banding decisions based on identified need and provision in the EHCP and independently allocating the Element 3 top-up fund of between £1160 and £12880 per child. Each SEND Casework Officer will have a caseload of around 280 which have a statutory annual review, part of which is to review whether this allocation is still appropriate to the level of need and provision identified. Approximately 10% of the caseload will change band within a year and all new EHCPs need to be banded (approximately 50 per year per SEND Casework Officer).</li> <li>Responsible for allocation of direct payments/personal budgets up to Band 9 level.</li> <li>Responsible for monitoring use of the allocated financial resource to deliver the provision identified in the EHCP and to achieve the identified outcomes. The SEND Casework Officer will hold around 280 cases and each would be monitored at least annually through the annual review process where the school is required to evidence the support that has gone in, the cost of that and the progress towards identified outcomes. Whilst the SEND casework officer does not physically attend every annual review, they have to review all of the documentation within 6 weeks of receipt and make any challenge or changes around the evidence of spend.</li> </ul>
<b>Systems and information</b>	<ul style="list-style-type: none"> <li>To maintain timely and accurate SEN records and work processes through the eDRMS system and the SEN database</li> <li>To have an understanding of the need for confidentiality in the use of SEN databases.</li> </ul>



## Job profile

	<ul style="list-style-type: none"> <li>To ensure effective systems and data based information handling; bringing together shared information and making good use of available information.</li> </ul>
<b>Strategic management</b>	<ul style="list-style-type: none"> <li>To ensure effective and consistent management and consideration of policies and other operational matters in relation to provision for pupils with Special Educational Needs including contributing to the implementation of the Service Performance Plan</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and that you come into contact with having regard to all relevant safeguarding policies and procedures</li> <li>Understand systems in place to protect children and your role in their effectiveness</li> <li>Involve children and young people when taking action that affects them</li> <li>Support the process of transitions and work to ensure the quality of transition in and out of provision for SEND 16-25, in liaison with partner agencies and working closely with colleagues across CYPS, HAS and Health</li> <li>Champion the needs of young people with high need SEND 16-25 and their families</li> </ul>
<b>Child and young person development</b>	<ul style="list-style-type: none"> <li>Understand that development includes emotional, physical, intellectual, social, moral and character growth and know that they can all affect one another</li> <li>Understand your role in promoting progressive development of children and young people Ensure children and young people are fully aware of the statutory assessment process and can actively contribute to plans and decision making</li> <li>Promote high aspirations and expectations for children and young people</li> <li>Evaluate situations and record in an appropriate manner</li> <li>Understand the systems for obtaining support and reporting concerns</li> </ul>

## Person Specification

Essential upon appointment	Desirable on appointment
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>Expert knowledge of SEND legislation and of the SEND Code of Practice</li> <li>In depth knowledge of outcome focused assessment and review processes</li> <li>In depth knowledge of educational provision 0-25 for children and young people with SEND</li> <li>Knowledge of legislation in relation to safeguarding and looked after children</li> <li>In depth knowledge of person centred planning and multi-agency approaches to case work</li> <li>Knowledge of early identification and intervention</li> <li>Expert knowledge of Local Authority SEND policy and procedures</li> <li>Knowledge of high need funding methodologies for SEND</li> <li>Knowledge of co-production to meet individual needs</li> <li>Up to date knowledge of current national developments for children and young people with SEND</li> </ul>	
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Experience in children's services including management of cases with complex legal, professional and ethical issues including case conferences and other statutory processes and procedures</li> </ul>	



## Job profile

<ul style="list-style-type: none"> <li>• Experience of working with children and parents</li> <li>• Extensive experience of working within a SEN legislative context</li> <li>• Experience of working within statutory guidance and within strict statutory timelines gained as per the above bullet point</li> <li>• Some experience of working with children and young people with SEND or additional needs</li> <li>• Experience of working with partner agencies</li> <li>• Some experience of dealing effectively with unforeseen and stressful situations</li> <li>• Experience of effectively handling complaints and questions at an informal level with the aim of local dispute resolution</li> </ul>	
<p><b>Occupational Skills</b></p> <ul style="list-style-type: none"> <li>• Ability to work to strict legislative guidance and timelines</li> <li>• High level facilitation skills</li> <li>• High level negotiating skills</li> <li>• Decision making</li> <li>• Oral and written communication skills – this needs to be of a sufficiently competent and confident level to write a high quality Education Health and Care Plan independently and to communicate effectively and confidently in a range of situations</li> <li>• Chairing and facilitating meetings which may be contentious or challenging and specifically chairing multi-agency decision and planning meetings which incorporate the decision to undertake statutory assessment</li> <li>• High level of resilience to deal with the emotional demands of parents who may be angry, distressed or confused around the statutory process, the provision identified in the EHCP and the resource available to make suitable provision. Parental expectations may be very different to the reality identified in the EHCP and the SEND Casework Officer will be the first line for complaints and distress directed at the Local Authority.</li> <li>• Information systems and needs analysis</li> <li>• Customer service skills</li> <li>• Target setting, performance appraisal, quality standards</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to plan and develop new ways of working including integration with other key agencies</li> <li>• Change management skills</li> </ul>
<p><b>Professional Qualifications/Training/Registrations required by law, and/or essential for the performance of the role</b></p> <ul style="list-style-type: none"> <li>• Degree or equivalent qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of continuing professional development within a SEN/educational context</li> </ul>
<p><b>Other Requirements</b></p> <ul style="list-style-type: none"> <li>• Ability to travel across the County</li> </ul>	
<p><b>Behaviours</b></p>	<p><a href="#">Link</a></p>

NB – Assessment criteria for recruitment will be notified separately.

Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.