



## **Job profile**

# **SEND Involvement Worker- Special Educational Needs and Disabilities Team**

## **Grade F**

**Group:** Care, Wellbeing and Learning

**Service:** SEND Service

**Location:** Dryden Centre

**Line Manager:** SEND Team Manager

**Car User Status:** Casual

### **Job Purpose**

To ensure that children and young people with Special Educational Needs and Disabilities (SEND) have a voice in shaping their SEND support, in developments relating to the SEND Code of Practice, that they are involved in Education, Health and Care Plan assessment and review processes, and to ensure that Education, Health and Care Plans are updated following annual reviews.

### **The key roles of this post will include:**

1. To support the development of and facilitate groups and activities for children and young people with SEND which involve and engage them in the planning, commissioning and delivery of SEND services.
2. To disseminate information and train schools and Council services in the use of creative methods to involve children and young people with SEND in their support, including children who communicate in ways other than speech, so they are able to express their views and opinions about the services they receive.
3. To present the views of children and young people in an accessible and easy to understand way and maintain a record of young people's involvement in SEND developments and evaluate this.
4. To prepare reports for the SEND Strategy Group to ensure young peoples views are represented and influence service planning.
5. To co-ordinate the attendance of relevant professionals at EHC Plan Annual Review meetings, ensuring that all necessary documentation is distributed prior to review meeting.
6. To collate annual review documentation and update EHC Plans following annual review meetings.



7. To attend Annual Review/Action Planning meetings as representative of the SEND Service, where appropriate.
8. To support SEND case workers by amending Education, Health and Care Plans which may include undertaking home visits to discuss plans with the parent/young person and attendance at annual reviews.
9. To support in keeping the Local Offer website and Facebook page up to date and produce newsletters.
10. To support the further development of Gateshead's Parent Carer Forum.
11. Such other responsibilities allocated which are appropriate to the grade of the post.



## Knowledge & Qualifications

### Essential:

#### Knowledge

- The needs of children and young people with special educational needs and disabilities and their families.
- The SEND Code of Practice.

#### Experience

- Developing effective relationships with children and young people through inclusive practice.
- Working on own initiative to ensure the successful completion of projects.
- Working with a range of public sector and voluntary/community sector partners.
- Excellent communication skills
- Excellent IT skills to use a range of Microsoft Office software.

#### Qualifications

- NVQ Level 3 in a relevant discipline or equivalent.

### Desirable:

#### Knowledge

- Innovative participation approaches such as participatory appraisal, social stories, Makaton, technology.

#### Experience

- Training experience
- Making presentations
- Producing newsletters or other forms of communication

#### Qualifications

- Qualification or relevant experience in one or more of the following areas:
  - social care
  - education
  - youth work
  - health
  - community development
  - or a related field.



## Competencies

### Customer Focus

Puts the customer first and provides excellent service to both internal and external customers

### Communication

Uses appropriate methods to express information in a clear and concise way to make sure people understand

### Team Working

Works with others to achieve results and develop good working relationships

### Making things happen

Takes responsibility for personal organisation and achieving results

### Flexibility

Adapts to change and works effectively in a variety of situations

### Learning and Development

Actively improves by developing and applying new skills and knowledge and learns from past experiences