

**Job Description**

**Job Title: SEND Casework Officer**

**Salary Grade: Grade 7**

**SCP: 26 - 30**

**Job Family:**

**Job Profile:**

**Directorate: Education**

**Work Environment:**

**Reports to: Team Manager**

**Number of Reports:**

Your normal place of work will be at the Stanfield Centre, but you may be required to work at any Company recognised workplace.

This position requires an Enhanced Disclosure and Barring Service (DBS) Check.

**Purpose:**

* + To co-ordinate the efficient assessments and planning for students with a special educational needs and disabilities.
  + To provide oversight and undertake casework for young people who require an Education, Health and Care Plan.
  + To liaise with multi- disciplinary agencies, parents and carers.

**Key Responsibilities:**

* + Contributing to successful educational outcomes for all children and young people in Sunderland.
  + Discharging statutory duties in relation to special educational needs efficiently and effectively.
  + Supporting the priorities of the Together for Children and implementation of wider local and national policies & plans in relation to Special Educational Needs.
  + To have responsibility for ensuring that the statutory processes are compliant with SEN legislation.
  + To oversee EHC Plans for young people. This will include the co-ordination and drafting of Education Health and Care Plans, and all this entails.
  + To undertake complex casework relating to the Students, ensuring liaison with all relevant agencies occurs.
  + To draft and amend Education Health and Care Plans.
  + To ensure the progress of young people with Education, Health and Care Plans is monitored and reviewed, via Annual Review processes.
  + To ensure that pupils with SEN are placed in appropriate provision in a timely manner, and to enable the appropriate planning to occur for the next stage of their education.
  + To liaise with other agencies and attend multi-agency case conferences/meetings as appropriate.
  + To work closely with partners ensuring the needs of the pupils are well met and appropriate planning occurs. Partners include mainstream schools, special schools, colleges and other providers, Health, Adult Services and Children’s Social Care Teams to ensure planning relating to the students and young people is undertaken at the most effective and critical times.
  + To work closely with providers to develop appropriate provision which builds local capacity to support all young people.
  + To participate in professionally relevant activities as directed by line manager, including supervision and personal professional development.
  + In conjunction with the Senior SEND Officer monitor and input into the allocation of delegated budgets, ensuring that best value is achieved.
  + To contribute to resolving conflicting viewpoints, and employing conflict resolution and mediation skills to reach a conclusion in the best interests of the child.
  + Making judgements and balancing the evidence about the best course of action which may significantly affect families and the lives of children and young people. In particular, managing complex issues where there are concerns about maintaining school placements.
  + As required, to undertake additional duties as appropriate to the role of a SEND Casework Officer/or commensurate with the level of the position, to ensure the effective operation of the Service and the achievement of the LA’s aims and priorities

To champion diversity and equality.

**Statutory requirements:**

In line with the Together for Children’s Statutory Requirements, all employees should:

Comply with the principles and requirements of the General Data Protection Regulation (GDPR) in relation to the management of Together for Children Sunderland’s records and information, and respect the privacy of personal information held by Together for Children Sunderland.

Comply with the principles and requirements of the Freedom in Information Act 2000;

Comply with the Together for Children Sunderland’s information security standards, and requirements for the management and handling of information;

Undertake the duties of the post in accordance with the Company’s Equal Opportunities Policy, Health and Safety Policy and legislative requirements and all other Company policies.

This position is a politically restricted post as identified by Together for Children and in accordance with The Local Government and Housing Act 1989 (LGHA).

**Author**: K Richardson

**Date**: Sept 2020



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| **Essential Requirements** | |
| **Qualifications:**   * + High standard of literacy including GCSE English | Application Form Interview |
| **Experience of :**   * Working in a public service with some knowledge of SEND. * Demonstrable of working in direct service delivery. * Experience of working in multi-disciplinary partnerships/network. * Working to strict deadlines. | Application Form Interview |
| **Knowledge and understanding of:**   * Good knowledge of SEND Code of Practice and legislation and be able to transfer this into complex casework issues. * Good knowledge of SEND related funding and be able to explain and offer challenge with parents, schools and other partners. | Application Form Interview |
| **Ability to:**   * Supervise staff. * Attend meetings away from the normal office base. * Work flexibly. * Take an active role in meetings to offer advice on SEND legislation and offer appropriate challenge to parents, schools and partners. * Make judgements and balance the evidence about the best course of action which may significantly affect families and the lives of children and young people. * Make informed decision making and draft responses to a range of communications. * Contribute to resolving conflicting viewpoints and employing conflict resolution and mediation skills to reach a conclusion in the best interests of the child. * Demonstrate ICT skills. * Motivate and support staff and colleagues. * Understand the needs of parents and children in provision of statutory education services. * Interpret legislation and guidance and apply this effectively to casework. * Extract and précis essential information from reports and ensure this is accurately summarised and reflected in line with statutory compliance. * Demonstrate excellent inter-personal skills. * Demonstrate self-motivated and work independently . * Demonstrate well developed written and oral communication skills. * Organise and prioritise workload and meet deadlines. | Application form Interview |
| Commitment to Equal opportunities | Interview |

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