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| **Job Description** |
| **Post title** | SEND Caseworker Manager |
| **JE Reference No** | JE Ref N10040 |
| **Grade** | Grade 11 |
| **Service** | Children and Young People’s Services |
| **Service Area** | Early Help Inclusion & Vulnerable Children – SEND & Inclusion |
| **Reporting to** | The post holder will be accountable to the Strategic Manager for SEND and Inclusion – Strategy, Assessment and Provision.  |
| **Location** | Your main base will be at the SEND Casework Team offices at Broom Cottages Primary School, Ferryhill, County Durham. In your role you may be required to work from alternative council workplaces, schools, independent private providers and partner organisations across County Durham, the North East region and beyond. Your work may also involve visits to the homes of children and young people.Durham County Council offers a flexible home-working/office-based model for staff dependent upon business needs of the service. |
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| **DBS** | This post is subject to an enhanced disclosure. |
| **Flexitime** | This post is eligible for flexitime. |
| **Politically restricted** | This post is designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

As part of Durham County Council Children’s Service, the SEND and Inclusion Service forms part of the Early Help, Inclusion and Vulnerable Children Service. The post holder will be accountable to the Strategic Manager for SEND and Inclusion – Strategy, Assessment and Provision and will be part of a SEND Casework Team that delivers the Local Authority statutory responsibilities in assessing, reviewing and determining provision to meet the special educational needs of children and young people. The team ensures that the Local Authority’s statutory responsibilities under the 2014 Children and Families Act, the Children Act 2004 and related legislation are effectively delivered either through direct intervention or through effective partnership.

The post holder with colleagues from across the Local Area including education, health and care services will work in partnership to achieve our strategic vision:

*“That County Durham’s children are safe, a part of their community, have the best start in life, have good physical and mental health, and gain the education, skills and experiences to prepare them for adulthood.”*

The function of the SEND Caseworker is to provide high quality casework for children, young people and young adults with SEND.

The SEND Casework Team will support children and young people to:

* Be Present - attending their local school developing positive links in their community that will help them throughout all aspects of their life. Achieved through working with and connecting families, schools and other stakeholders to support the child.
* Participate – developing the resilience and confidence that they and their families need to progress. Achieved by working with young people with SEND and their families to understand and to meet their needs.
* Achieve - identifying needs in a timely way and have the right support available at the right time. Achieved by working in local partnerships linking families to support through a graduated approach.
* Belong - for all learning settings and their workforce to be confident in identifying and meeting needs and to promote inclusion. Achieved through providing and informing ongoing improvement in individual and organisational practice.
* Be Independent – realising an integrated offer of support that is proportionate to assessed needs and focussed on shared outcomes. Achieved through effective coproduction focussed on long term outcomes.

The functions of the team are to ensure that the duties set out in SEND Code of Practice are adhered to. This includes:

* Ensuring high quality of new and reviewed Education, Health and Care Plans (EHCP’s) following best practice principles.
* Determining the most appropriate learning placement of children and young people including mainstream, enhanced and specialist options.
* Providing proportionate support, guidance and advocacy to children and young people with SEND and their families.
* Providing support, guidance and where necessary challenge to learning providers as part of the graduated response to meeting identified needs.
* Facilitating effective transitions through each learning age phase that ensure a focus on outcomes that prepare young people for adulthood remains in place.
* Responding effectively to additional vulnerabilities that inhibit children and young people achieving their aspirations.

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| **Duties and responsibilities** |

The SEND Caseworker Manager will

* Engage with children and young people and their parents/carers to ensure they have the opportunity to fully participate, either directly or via an advocate in services that they receive
* Provide supervision and management oversight to an identified team of SEND Caseworkers including the allocation of caseload, guidance and resolution of complex cases and meeting of statutory deadlines.
* Ensure the SEND Code of Practice is implemented particularly as it pertains to the Education Health Care Needs Assessment, planning and review process, including the quality assurance frameworks and Preparing for Adulthood principles
* Ensure education placement is aligned to identified needs and placement is sustained through effective resourcing.
* To oversee the resolution of placement breakdown in a timely manner.
* Provide a link to identified special schools and post-16 providers to maintain an overview of children and young people placed in the provision and the places available.
* Work under the direction of the SEND and Inclusion Team Managers to contribute to the effective management of High Needs Top up Funding including post-16 high needs funded learners.
* Develop links with the partners responsible for transition planning
* Work under the guidance of the Specialised Team Leader
	+ Determine swift and effective child centred solutions to seek resolution to disagreements with parents and carers via mediation and conflict resolution
	+ Contribute to the First Tier SEND Tribunal processes
* Promote inclusion and inclusive practices within school settings.
* Contribute to the development and delivery of training and support for:
* School and Post-16 staff including Head Teachers and SENCOs
* Health and Care Professionals
* Parents/Carers
* Contribute to the management and development of one or more practice areas:
* Assessment and Provision
* Review and Transition
* Post-16 Planning and Provision
* Ensure that practice meets the standards set out in relevant inspection frameworks and that the SEND Casework Team is prepared to contribute successfully to local area inspections.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety Policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal change to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information during the course of their work and follow the council’s policies and procedures in relation to data protection and security of information.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification |
|  | Essential | Desirable |
| Qualifications | * Degree or equivalent Level 6 qualification.
 | * Evidence of ongoing professional development in a related field.
* e.g.
* CEIAG Qualification
* National Award for SEN Coordination
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| Experience | * Production of High-Quality Education Health Care Plans.
* Extensive practice experience of multi-disciplinary casework in Education, health or social care children and young people casework teams.
* Practice/working with Children and Young People with SEND and other complex needs.
* Contribution to whole organisation approaches to inclusive practices in respect of children and young people with special needs.
* Experience of collaborative working with a range of partners including schools, colleges, health and social care professionals to affect change and problem solve.
* Experience of evaluating the quality of provision for children and young people with additional needs in an education setting.
* Development work with schools and colleges to promote improvement.
 | * Education, health or social care management of children and young people casework teams.
* Management experience of implementing the SEND Code of Practice.
* Inclusive practices in respect of children and young people specifically those with SEND.
* Management of casework teams.
* Engaging in disagreement resolution techniques.
* Experience of working as a SENCO in an educational setting.
* Engaging in disagreement resolution techniques.
* Experience of evaluating the quality of provision for children and young people with additional needs in an education setting.
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| Skills & Knowledge | * Thorough knowledge and understanding of Special Educational Needs.
* Understanding of children and young people’s development through 0-25 years.
* Excellent understanding of SEND outcomes planning and that prepares children and young people for adulthood.
* Good knowledge of high needs funding/provision.
* Strong communication skills (written and verbal) including presentation skills.
* Negotiation / influencing skills.
* Design and delivery of training to meet identified need.
* Good ICT skills.
 | * Excellent knowledge of current legislation and policy drivers relating to children and young people with SEND.
* Ability to analyse and use a range of quantitative and qualitative data to establish improvement targets.
* Specialist areas e.g. in-depth knowledge of SEND legal issues and the tribunal process.
* Good knowledge of Early Years Provision.
* Good knowledge of work and employment opportunities for young people with SEND.
* Well-developed knowledge of equality issues in schools and colleges.
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| Personal Qualities | * A drive to work in coproduction with children and young people and their families to ensure that their voice is heard clearly and that they are able to contribute to their assessment and provision.
* Ability to motivate and support staff/teams to achieve results.
* Commitment to an inclusive ethos for the education of children and young people with SEND.
* Ability to plan and manage a team with a strong performance management and quality improvement ethos.
* Demonstrate a commitment to improving outcomes for young people, particularly as they relate to Preparing for Adulthood.
* Adaptability, flexibility and the capacity to work effectively under pressure and to tight deadlines.
* Strong interpersonal and negotiation skills that can influence positive change.
* Skilful assertion techniques.
* Commitment to maintaining and improving quality standards.
* Enthusiasm to work as part of a team.
* Ability to take initiative and personal responsibility for delegated tasks.
* Takes a solution focussed approach.
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| Special Requirements | * Travel is an essential requirement of the post.
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