

## Job Description

- Post Title:** SEND Caseworker (A4752)
- Evaluation:** 583 Points **Grade: N7**
- Responsible to:** SEND Senior Practitioner, Preparation for Adulthood Lead and Manager, SEND Support, Assessment and Review Service **(depending on where post sits)**
- Responsible for:** N/A
- Job Purpose:** To work with parents, carers, children and young people with SEND aged 0-25 years, providers, stakeholders and agencies to ensure the most appropriate support is put in place and maintained in response to the needs of each individual child, young person and their families to ensure that children and young people with SEND are fully supported to enable them to achieve the best possible outcomes and are supported to be able to live as independently as possible.
- To work with all educational settings, as appropriate, to ensure a 'Plan, Do, Review cycle' is in place supporting children and young people with SEND. Linking with the appropriate SEND provision to support young people through their progression into and retention in employment, education and training. To be responsible for producing and reviewing quality Education, Health and Care Plans which are reflective of needs, provision and outcomes for the child and young person.
- Main Duties:** The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.
1. To manage a caseload of children to ensure appropriate and quality SEND services are accessed, and key phases for transition through education and employment are managed, monitored and reviewed appropriately with consultation and engagement with other professionals and families as appropriate and in line with statutory requirements.
  2. To lead on the preparation and review of Education Health and Care Plans (EHCPs), in accordance to the SEND Code of Practice.

3. To support and advocate for children and young people with SEND and demonstrate inclusive and person centred practice and person centred planning in all aspects of work.
4. To support and work in partnership with children, young people and their parents and carers to ensure their assessments are completed within appropriate timescales, their plans are robust and reviewed in accordance to the SEND Code of Practice.
5. Where appropriate to consider the needs of children and young people at SEN Support and advise families and professionals on the alternative processes available for consideration as part of a graduated response to meeting SEND in Newcastle.
6. To work with an allocation of educational settings and providers in and out of the Newcastle as appropriate. This will include early years settings, schools, Further Education (FE) and Higher Education (HE) providers, etc.
7. To advise and assist SENCOs on appropriate support and interventions for children and young people with SEND.
8. To provide Impartial Advice and Guidance for young people with SEND from year 9 onwards, and, where appropriate supporting young people in their preparation for adulthood. This may include negotiating with a range of services and providers to agree a bespoke offer of education, training and/or engagement in response to the needs of the individual.
9. To coordinate the multi-agency, SEND team around the family, as required. As appropriate, to arrange, chair, participate in and/or minute review meetings in respect of the children, young people and families we support. This will ensure children and young people with SEND are continuing to make progress and to facilitate the transition planning as appropriate.
10. To update and maintain computer and written records in accordance with Directorate and statutory guidelines, ensuring the quality of the information noted is accurate and up to date. To provide information on a regular and planned basis, as well as on an ad hoc basis, including the provision of financial information as required.
11. To develop and maintain close effective relationships with other professionals and stakeholders as part of a multi-disciplinary approach, providing advice and guidance on statutory requirements and LA requirements as required.
12. Assist with the coordination and continuous improvement of the local area SEND arrangements children and young people.
13. To prepare and present reports as requested, including tribunal proceedings.
14. To engage in training and professional development in line with service requirements.
15. To work within the remit of the team, being adaptable and flexible to changing demands, and working cooperatively to ensure the overall service objectives are met.
16. Ensure that safeguarding procedures are implemented appropriately and contribute to meetings and any subsequent action plans in respect of

children, young people and their families.

17. Promote and implement the Council's Equality policy in all aspects of employment and service delivery.
18. Assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.