**JOB DESCRIPTION**

**Job Title : Special Educational Needs Caseworker**

**Service : Education**

**Responsible to : SEN Manager**

**Main purpose of the job**

* To co-ordinate the statutory assessment of a young person’s education, health and care needs, ensuring their special educational needs are identified, and suitable provision is identified to meet the needs in line with the SEN Code of Practice
* To work closely with the young person and their family to ensure their voice is captured and integrated in to the statutory process using a person centred approach
* To co-ordinate assessment advice and reports from colleagues in education, health and social care in a timely manner through the statutory assessment process
* To interpret assessment advice, prepare and present a summary of the assessment at statutory panels, and where necessary, write quality Education, Health, Care Plans
* To follow all the statutory guidance and SEN Code of Practice in meeting the needs of children and young people
* To facilitate and support educational providers in the reviewing of Education, Health, Care Plans on an annual and interim basis, ensuring compliancy with all legislation if fulfilled in relation to amending, re-assessing and/or ceasing a Plan
* To respond to the SEN casework enquiries in liaison with SEN Managers

**Main responsibilities**

* To assist in the statutory assessment process, with responsibility of co-ordinating assessment advice, preparing and presenting information about individual young people
* To undertake all aspects of the statutory process to ensure children with special needs have appropriate and accurate Education, Health and Care Plans according to the SEN Code of Practice
* To effectively work in partnership with parents, young people and a range of agencies to ensure that a young persons’ special educational needs are identified, assessed and suitable provision is identified and made to meet those needs
* To attend and facilitate relevant reviews of a young person with an Education, Health, Care Plan ensuring clear evidence is submitted in a timely manner to assist the Local Authority in making a decision of whether the Plan should continue, be amended, be re-assessed or ceased
* To manage and prioritise own workload, as part of a team, so that statutory timescales are met to provide a timely and efficient service for young people, parents and stakeholders
* To be able to manage a range of communications with young people, parents and professionals, having the confidence to positively challenge as necessary in line with council policy
* To be responsible for preparation and presentation of information, advice and reports for working groups, parents and other bodies in relation to the duties of the post. To explain procedures and policies through correspondence and meetings with the public, schools and providers.
* To provide training for Headteachers/Governors in liaison with a SEN Manager
* To contribute to the preparation of cases for the SEN and Disability Tribunal, in liaison with a SEN Manager
* To record all relevant casework matters on Capita ONE database
* To maintain an up-to-date knowledge of any changes in legislation or the SEN Code of Practice
* To provide statistical and monitoring information as required concerning SEN matters related to the job purpose
* To undertake such other duties as reasonably correspond to the general character of the post and its level of responsibility.

**PERSON SPECIFICATION**

**DIRECTORATE OF PEOPLE**

**SPECIAL EDUCATIONAL NEEDS CASEWORKER**

|  |  |  |
| --- | --- | --- |
|  | **Category** | **Method of Assessment** |
| **1. Qualification**  Post graduate qualification or working towards  Evidence of continuing professional development and a range of relevant courses related to the education of vulnerable children. | E  E | A/C  For all points |
| **2. Experience**  Minimum of three years’ experience of teaching or providing educational support to pupils with special educational needs, 0 -25 years, and their families  Successful work with young people with SEND and their families  Successful management of people and resources to ensure the progress of young people with SEN  Experience of collaborative working with other agencies to support young people  Experience of implementing an assess, plan, do, review cycle in relation to a young person’s special educational needs and the impact of this within a graduated approach  Successful work in a local authority Education or Social Care service  Experience of delivering training to staff, governors and other audiences in order to convey the principles of the SEN Code of Practice  Experience of co-ordinating statutory assessment and writing of evidence based support plans/EHCP | E  E  E  E  E  D  D  D | I/T/A/R  For all points |
| **3. Knowledge Skills and Abilities**  A comprehensive knowledge of all relevant legislation, Code of Practice and national guidance relating to the education of young people with Special Educational Needs and its implications  Up to date knowledge and understanding of relevant legislation relating to anti discriminatory practices and equalities issues  Knowledge of support systems and interventions available for young people who present behaviours that challenge  Knowledge of and expectations of educational provision available locally to identify and meet the assessed needs of young people with SEND  Excellent negotiating, analytical, problem solving and creative skills – ability to manage conflict positively and demonstrate resilience  Proven IT skills including Microsoft packages and proprietary databases  Ability to manage a busy caseload, work to tight deadlines and manage time effectively  Ability to relate well to Heads, teachers, managers, social workers, professionals in other agencies  Ability to draw key information from assessment advice/reports from a wide range of services to provide a clear summary of a young person’s special educational needs, outcomes and provision  Ability to interpret and understand assessment/review evidence in order to determine appropriate next steps for a young person | E  E  E  E  E  E  E  E  E  D | I/T/A/R  For all points |
| **4. Personal Attributes**  An ability to link initiatives and ideas  An ability to exercise initiative in order to resolve problems or to make decisions of substance without ready access to more senior officers  Ability to communicate clearly and effectively to a variety of audiences including young people, family members, partner agencies and the wider community  Ability to be personally resilient to manage the significant demands of the post and recognise when support is required  Ability to self-manage and prioritise a workload  An ability to work as part of a team, that is office based and work to council guidelines around hot desking | E  E  E  E  E  E | I/T/A/R  For all points |

**For information**:

Category E: Essential recruitment without which the candidate would be unable to carry out the

duties of the post.

Key for method of assessment:

A = Application form

C = Certificate

I = Interview

T = Could be one or more of a variety of tests, personality questionnaires or

interactive role plays. Candidates will be informed of any specific tests to be used during the recruitment process.

R = Reference