

## JOB DESCRIPTION & PERSON SPECIFICATION

**Director Area:** Children's Services

**Job Ref Number:** 02859

**Service Area:** Special Educational Needs and Disability (SEND) Service

**Grade:** 6

**Job Title:** SEND Caseworker Level 1

### PURPOSE OF JOB:

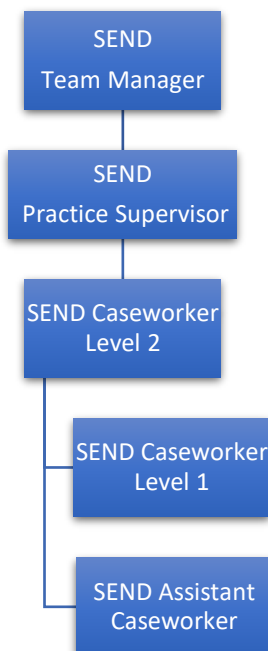
To manage, facilitate and co-ordinate the statutory assessment of children and young people (0-25 years old) who require an Education, Health and Care (EHC) Plan.

Ensuring that children and young people receive the appropriate services and provision to meet their needs and support them in achieving the best possible education, health and care outcomes.

To facilitate and co-ordinate the statutory review process of EHC Plans.

To work in genuine partnership with children, young people, families, professional agencies and the third sector to ensure that the child, young person and their family can participate as fully as possible in decision-making.

### TEAM STRUCTURE:



### MAIN DUTIES:

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| 1 | Manage a defined caseload of assessments with supervision and advice from the SEND Caseworker Level 2, facilitating and coordinating the EHC assessment process for children and young people (0-25 year olds) who require an education, health and care plan within statutory timescales; including, where appropriate, the planning for a young person's transition to adult life. |
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2	Work in partnership, with children, young people, families and professional agencies from education, health social care and the third sector, to develop, draft and write final needs-led EHC plans, to achieve stated objectives, outcomes and aspirations.
3	Ensure assessments, provision and documentation adheres to the principles and statutory processes under the Education Act 1996, Children and Families Act 2014, the SEND Code of Practice 2015 and Equality Act 2010. Ensuring that the Local Authority's statutory responsibilities and duties are delivered and targets are met.
4	Provide information, advice and support to the child, young person and their family on SEND procedures, assessments and provisions, ensuring they are fully informed and enabled to fully participate in the decision making and planning process.
5	Responsible for ensuring that advice and assessment from a range of sources is received to inform appropriate plans and provisions.
6	Chair and attend meetings and working groups as required such as annual reviews and multi-agency planning meetings.
7	Ensure the child/young person's, parental and professional responses are accurately monitored and recorded at planning and multi- agency meetings.
8	Provide plans and submit these to the Multi Agency Panel for discussion and determination of provision; request funding for services and resources identified. Implement decisions and communicate these to children, young people, families and professional agencies as appropriate, justifying decisions that can be highly contentious and sensitive.
9	Facilitate the decision making process to determine the provision and commissioning of services, under the guidance of the Locality SEND Practice Supervisor and the SEND Caseworker Level 2, including the allocation of resources such as specialist transport and educational placements.
10	Working in collaboration and partnership with the child, young person, family and associated professional agencies across education, health, social care and the third sector to ensure the effective implementation of appropriate services and provision.
11	Facilitate and manage the on-going co-ordination and monitoring of the EHC plans and reviews (annually as a minimum) to ensure plans remain fit for purpose, are meeting outcomes and preparation is made for a seamless move from school to adult life (as and when required). Agree amendments to plans, or discontinuation as appropriate, in accordance with timescales and ensuring these are accurately communicated.
12	Ensure appropriate quality provision that is in the best interests of the child and is implemented whilst ensuring the principles of value for money.
13	Be well informed with services within the Local Offer, updating knowledge in partnership with partner colleagues within the locality and across the county and local area to ensure up to date information can be shared, supporting children and young people and their families to make decisions.
14	Liaise with educational settings, including early years, schools and colleges, training providers and other health and care providers to ensure the appropriate support and provision is in place and monitored for children and young people with complex needs.
15	With the support of the Locality SEND Practice Supervisor and the SEND Caseworker Level 2, assist in the preparation of the Local Authority's statement of case at SEND tribunals and appeals.

16	Ensure all records, reports and computer systems are maintained and updated in line with LCC's policies, procedures and performance standards.
17	Be able to manage the sometimes conflicting expectations of child/young person and/or their family, mediating problems and issues as they arise.
18	Provide professional advice and support to schools, other Lead Officers and education, health and care professionals in relation to SEND identification, assessment, planning and service provision.

#### PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
NVQ Level 3 or equivalent in a relevant Health, Education or Social Care subject.	Application	✓	
Minimum of 3 years' experience of working with children/young people in a health, education or social care setting.	Application/Interview	✓	
Extensive working knowledge, adherence to, and application of SEND legislation, including the Education Act 1996, the Children and Family Act 2014, SEN Code of Practice 2015 and Equality Act 2010.	Application/Interview	✓	
Knowledge of LCC's policy, procedure and provisions.	Application		✓
Ability to communicate effectively by phone, email and in person with children/young people, parents/carers and a wide range of colleagues from within and beyond Lincolnshire County Council.	Application/Interview	✓	
Well-developed IT skills with the ability and knowledge to use Microsoft Office including spreadsheets effectively.	Application/Interview	✓	
A high level of organisational skills and the ability to prioritise demand.	Application/Interview	✓	
Ability to effectively chair and manage meetings.	Application/Interview	✓	
Excellent interpersonal, customer service and relationship building skills, with the ability to work in close partnership with children, young people, families, schools and agencies to negotiate and co-ordinate improved outcomes and aspirations for children/young people with SEND.	Application/Interview	✓	
Ability to work on own initiative within the framework of policies,	Application/Interview	✓	

procedures and legalisation to take a case from assessment to review and closure with minimal direction or support.			
Ability to present clear and concise person centered plans and reports, analysing and interpreting information from a range of sources and legislation.	Application/Interview	✓	
Ability to think creatively to develop multi-agency solutions that meet the needs, objectives and aspirations of children and young people.	Application/Interview	✓	
Ability to travel across a wide geographical areas in a timely and flexible manner.	Application	✓	

\*A = Application form      T = Test/Assessment      I = Interview      P = Presentation

## GENERAL

The post holder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The post holder is expected to work to the [Lincolnshire County Council Core Values and Behaviours](#) and to carry out the duties in accordance with Lincolnshire County Council policies.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Safeguarding** -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.