

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area:
Children's Services

Job Ref Number:
5002

Service Area:
SEND

Grade:
G3

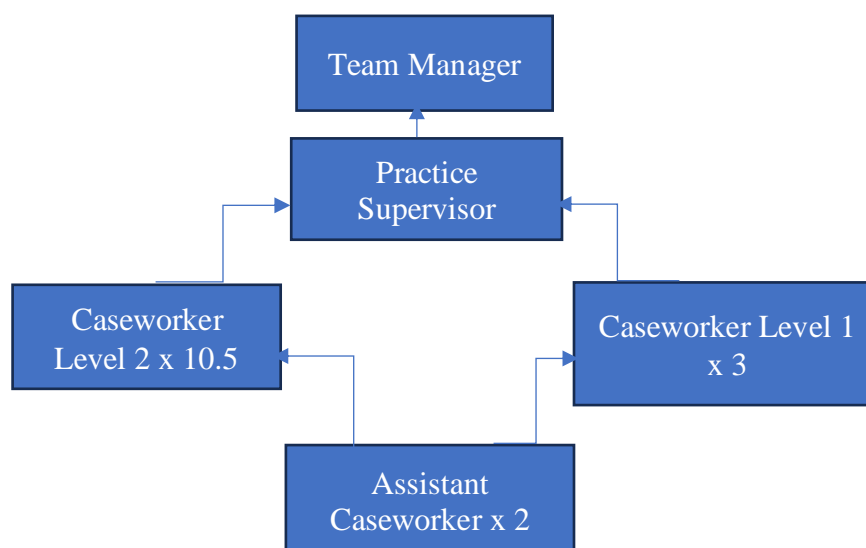
Job Title:
SEND Assistant Caseworker

PURPOSE OF JOB:

To assist the Send Caseworker in facilitating and coordinating the statutory assessment and provision process for children and young people (0-25 years old) with Special Educational Needs and Disabilities who require a special education, health and care plan and provision.

SEND Assistant Caseworkers assist the Send Caseworkers and provide specialist information and signposting to children, young people, their families and professional agencies, enabling children and young people to achieve the best possible educational, health and care outcomes.

STRUCTURE CHART:



MAIN DUTIES:

1	Provide information and advice to children, young people, their families, professional agencies and other children's services on the SEND statutory requirements, process and timescales.
2	Attend a variety of complex planning and multi-agency meetings with the Send Caseworker, making detailed and accurate notes of discussions and decisions made within the statutory process and timelines. It is acknowledged that the post holder will require developed working knowledge in SEND statutory requirements.
3	Ensure notes and records of meetings are produced and circulated to all parties in compliance with LCC and statutory requirements and timescales, and capture the views of all accurately.

4	Assist the Send Caseworker with the writing of EHC Plans and other documentation as required, ensuring these are clearly and accurately communicated in writing to relevant parties.
5	Work in partnership with children, young people, their families, schools and professional agencies to ensure options, wishes, advice and decisions are accurately recorded and incorporated.
6	Ensure records, spreadsheets and computer systems are updated accurately and efficiently in line with agreed procedures and statutory guidelines.
7	Assist SEND Caseworker in the allocation and arrangement of provisions for children, young people and their families as identified in EHC plans and assessments. Building effective partnerships and liaising with the appropriate schools, placement and resource providers.
8	Assist in preparing papers, monitoring reviews and ensuring all relevant advice and information is obtained from schools and other agencies, which meets statutory requirements and timescales.
9	Seek advice from the SEND Caseworker regarding cases as and when required.

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
NVQ Level 2 or equivalent in a relevant Health, Education or Social Care subject.	A	Y	
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 2014, and Equality Act 2010.	A/I	Y	
Awareness and knowledge of the LCC's SEN&D policies, procedures, and provisions; and new initiatives and developments.	I		D
Relevant experience of working with children in a health, education or social care setting.	A/I	Y	
Ability to communicate effectively with children, young people, parents, schools and a range of other professionals.	A/T/I	Y	
Excellent relationship building and interpersonal skills	A/I	Y	
Experience in complex and sensitive note taking/recording at multi-agency meetings.	A/T/I	Y	
Excellent verbal and written communication skills with the ability to produce a wide range of non-standard written communications, drawing information from a range of sources, and are accurate, clear, concise, informative and tailored to the recipient.	A/T/I	Y	
Ability to write EHC plans and reports taking into account, the principles of person centred planning, recording with care, and data protection.	A/I		Y
Empathy and the ability to deal with sensitive emotional issues effectively.	A/I	Y	
Ability to use initiative and be resourceful.	A/T/I	Y	
Effective time management and prioritisation	A/T/I	Y	
Developed IT skills and experience of using database systems.	A/I	Y	

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

GENERAL

The postholder 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 postholder 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.