

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Children’s Services

Job Ref Number: 04322

Service Area: SEND

Grade: G3

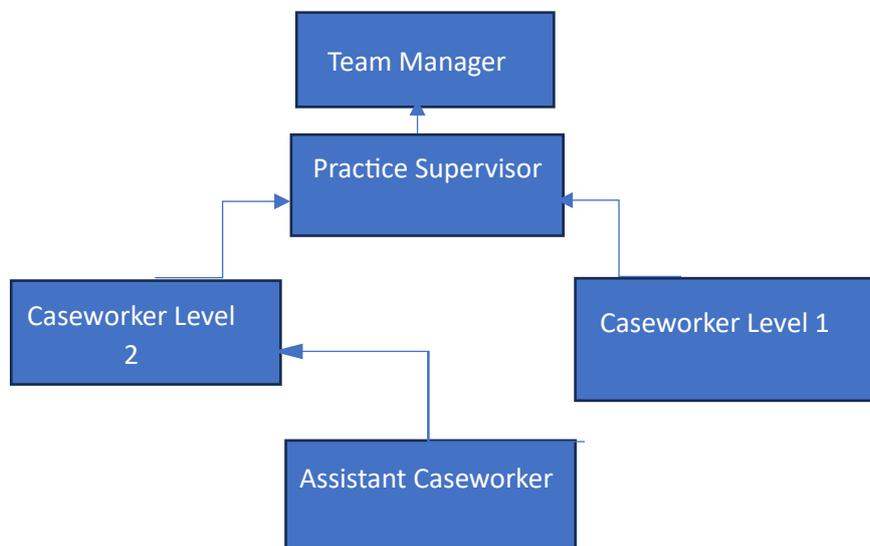
Job Title: SEND Assistant Caseworker

PURPOSE OF JOB:

The SEND Assistant Caseworker role ensures the smooth and efficient completion of key statutory processes to support the Local Authority to meet requirements outlined in the SEND code of practice. This includes processing Education, health and social care needs assessment requests and working closely with young people, their families and education settings to ensure all evidence is captured to facilitate robust decision-making. SEND Assistant Caseworkers play an instrumental role within the SEND Team to support efficient service delivery and contribute to improved outcomes for children and young people.

SEND Assistant Caseworkers provide 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:

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| 1. | To provide information and advice regarding the SEND statutory requirements, processes and timescales in relation to Education, health and care plans. |
| 2. | To work in partnership with stakeholders such as schools, families and professional agencies to ensure options, wishes, advice and decisions are accurately recorded and incorporated in to the Education, Health and Care Needs Assessment processes. |

3.	To update records, spreadsheets and computer systems accurately and efficiently in line with agreed procedures and statutory guidelines to ensure consistency across the four SEND locality teams.
4.	To seek advice from SEND Caseworkers regarding cases as and when required, to support communication with a range of stakeholders. This includes the issuing of statutory letters and consultations as required.
5.	To liaise and work collaboratively with internal Business Support colleagues ensuring efficient service delivery across the two teams and wider SEND service.
6.	To analyse and process Education, Health and Care Needs Assessment requests, working closely with stake holders to collate pertinent information and evidence which then supports robust decision making.
7.	To recognise indicators of potential safeguarding concerns in all aspects of the ACW role and escalate promptly in line with safeguarding procedures.
8.	To attend a range of meetings as required by the service for example Development Days.
9.	There will be an expectation for travelling across the county as and when required as part of this role, therefore access to a valid driver's licence or access to reliable transport means is essential.
10.	Remain up to date and compliant with all relevant legislation, organisational procedures, policies and professional codes of conduct to uphold standards of best practice.
11.	To take personal responsibility for completing allocated areas of work as part of individual and team objectives and identify any improvements to operational processes, making best use of LCC resources.

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	
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 and concise, informative and tailored to the individual.	A/T/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, organisation skills and prioritisation.	A/T/I	Y	
Developed IT skills and experience of using database systems.	A/I	Y	
Flexibility to adapt to service changes, including new digital tools, revised workflows and changes to statutory guidance.	A/I	Y	
Willingness to undertake ongoing training in areas such as SEND legislation updates, communication skills, and digital systems.	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.

Commitment to equality, diversity and inclusion when working with families, ensuring accessibility and respecting cultural and individual differences.

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.

