

JOB DESCRIPTION & PERSON SPECIFICATION	
Director Area: Children's	Job Ref Number: 5000
Service Area: Children's Service Manager (SEND)	Grade: G9
Job Title: SEND Caseworker	
<p>PURPOSE OF JOB:</p> <p>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 plan and provision, which are of a complex and sensitive nature. Ensuring that Children and Young People receive the appropriate services and provision to meet their needs and help them achieve the best possible educational, health and care outcomes.</p> <p>Facilitate and co-ordinate the statutory review process of Education, Health and Care Plans.</p> <p>To develop and work in partnership with children, young people, their families, professional agencies and the third sector, ensuring the child, young person and their family can participate as fully as possible in decision-making.</p>	
<p>TEAM STRUCTURE:</p> <div style="text-align: center; margin: 20px 0;"> <pre> graph TD A[SEND Team Manager] --> B[SEND Practice Supervisor] B --> C[SEND Caseworker Level 2] C --> D[SEND Caseworker Level 1] C --> E[SEND Assistant Caseworker] </pre> </div>	
MAIN DUTIES:	
1	Manage a defined caseload of assessments, 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.
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 principle and statutory processes under the Education Act 1996, Children and Family Act 2014, the SEN Code of Practice 2015, and Equality Act 2010. Ensuring that the directorate'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, facilitate and attend all meetings and working groups as required such as the Annual Reviews, multi-agency planning meetings and attending Case Moderation Group.
7	Ensure the child's, parental and professional responses are accurately monitored and recorded at planning and multi-agency meetings.
8	Provide assessments and submit these to the Multi Agency Hub 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, 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, the third sector and ESCO 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 are still 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 discontinuing when required, in accordance with timescales and ensure these are accurately communicated.
12	Ensure appropriate quality provision that is in the best interests of the child is implemented within available resources whilst ensuring the principles of value for money.
13	Be well informed of the locality model and up to date with services within the Local Offer, updating knowledge in partnership with partner colleagues within the locality and across the county to ensure up to date information can be shared, supporting children and young people and their families to make decisions.
14	Liaise with school settings, 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 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 and procedures, and performance standards.
17	Able to deal with the child's, young person's and family's conflicting expectations of service provision and the provision available. 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
19	Direct Supervision of a SEND Caseworker Level 1 or SEND Assistant Caseworker, managing their workload, performance and development.
20	The post holder must seek and establish innovative and creative solutions to the unique needs of 0-25 year old children and young people with SEND, to ensure improved outcomes and aspirations for this vulnerable group.
21	Develop a creative and imaginative response to working with partner agencies and other key stakeholders to ensure the effective assessment and provision for children and their families with SEND.

22	The post holder will communicate with and provide advice to children and young people, carers, education, health and social care professionals and budget holders which may be contentious and complex, requiring persuasion, tact and sensitivity as there are likely to be significant implications for the individuals or service.
23	Building links and partnerships with schools, colleges, training providers and other health and care providers within and external to Lincolnshire to ensure a collective approach and the appropriate support and provision is an essential element of this role.
24	Diplomacy and negotiating skills, including managing expectations are required for dealing with difficult and challenging conversations.
25	The post holder is expected to work on mainly their own initiative within the framework of policies, procedures and legislation, seeking support and guidance on only the most complex cases.
26	The post holder has discretion to offer information, advice, support and make decisions within the framework of policies, procedures and legislation.
27	The post holder will have due regard to their decisions, advice and information provided could impact on the reputation of the county council.
28	Responsible for personal equipment, including laptop computer and PDA. High level of mobile working in a variety of environments. Security of a large volume of confidential material.
29	The post holder will be expected to undertake the following: <ul style="list-style-type: none"> • Frequent car journeys across a geographical area and hold a valid, full UK driver's license. • To carry files, notebooks and other written material in accordance with the lifting and handling guidance and security of information. • Use of a mobile phone in accordance with departmental guidance.
30	High level of mobility across a variety of environments, as a large amount of time will be spent in the community with children, young people, families, schools and professional agencies.
32	Exposed to children and young people and their families over issues that are very sensitive and emotionally charged.
32	Unaccompanied visits form a regular part of the post holder's duties with the potential for physical or emotional abuse being managed in known circumstances. Where that is not the case, a risk will always remain that the post holder may be exposed to potentially violent or dangerous situations. Agreed procedures are in place to minimise the risk of this happening.

PERSON SPECIFICATION			
Requirements	Where identified*	Essential	Desirable
Educated to a degree level or equivalent in a Children's Services related area, or substantial relevant proven ability in a previous similar role.	A	X	
Significant experience of working with families, children and young people with complex SEN needs.	A, I	X	
Extensive working knowledge, adherence to, and application of SEND legislation, including the Education Act (1996), the Children and Family	A, I	X	

Act (2014), SEN Code of Practice and Equality Act (2010) .			
Awareness and knowledge of the LCC's SEN&D policies, procedures, locality model and, new initiatives and developments.	I		X
Ability to deal with complex multi-facetted issues.	A, I	X	
Sufficient knowledge and practice ability to take a case from assessment, service provision, review and to closure with minimum direction or support.	A, I		X
Ability to effectively chair and facilitate a range of meetings	A, I	X	
Excellent interpersonal and relationship building skills, with the ability to work in close partnership with children, young people, families, schools and professional agencies to negotiate and co-ordinate improved outcomes and aspirations for children and young people with SEND.	A, I	X	
Excellent customer service skills, whilst demonstrating the ability to exercise tact and discretion when dealing with complex and sensitive cases.	I	X	
Ability to think creatively within the resources available to lead and develop multi-agency solutions that meet the needs, objectives and aspirations of children and young people.	A, I	X	
Ability to communicate with children, young people, their families and professional agencies, both verbally and in writing, with the ability to present clear and concise person centered plans and reports; ensuring the child or young person is at the centre of the decision making.	A, I	X	
Ability to analyse and interpret complex information from a range of sources and legislation.	I	X	
Effective time management and prioritisation.	I	X	
Developed IT and systems skills with the ability to increase these skills.	A	X	
Ability to supervise staff.	A, I	X	
Hold a valid full UK driver's license	A	X	

*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.