**Job profile**

# Special Educational Needs and Disabilities Case Worker

**Grade H**

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| **Group:**  Learning and Children |
| **Location:**  Civic Centre |
| **Service:**  Special Educational Needs and Disabilities |
| **Line Manager:** Assistant Team Manager (SEND) |
| **Car User Status:**  Casual |

**Job Purpose**

To act as a SEND Officer for casework and statutory assessments, overseeing the assessment, planning and review process for families across schools and a range of service providers, including education, health and social care and voluntary sectors and ensuring effective and timely delivery of the EHC needs assessment process and EHC Plans.

**The key roles of this post will include:**

1. To act as a Named Officer with schools, young people, parents and carers in relation to the assessment, planning and review processes for Education, Health and Care Plans (EHC Plans) in accordance with the Code of Practice, policies and procedures.
2. To act as a case officer for requests for statutory needs assessments and plan, organise and monitor the Annual Review programme for children with EHCPs including liaising with lead education, health and social care personnel manage the compilation of all the information received and a variety of services, agencies and providers to identify and gather information for the co-ordinated needs assessment and ensure it is completed within statutory timescales.
3. To attend annual review and parent meetings as a representative of the SEND Service, as deemed appropriate by the Team Manager, including chairing meetings within a non-school setting.
4. To draft the EHC Plan using the information gathered as part of the assessment and quality assure, before issuing the final EHC Plan.
5. To draft proposed amendments and final EHC Plans following annual reviews including liaise with all relevant parties regarding changes to children and young people’s health and social care needs and provision.
6. To communicate effectively with parents/carers and/or the young person to ensure they are kept involved and informed during the development of the EHC Plan, signposting as appropriate for advice, support and guidance including dealing with complex queries and complaints as appropriate in order to support the family to help them make well informed choices.
7. To oversee the smooth transition in and out of the authority of children and young people with EHC Plans including seeking new placements for children and young people with SEND who are transferring into Gateshead whilst ensuring effective communication between other Local Authority’s and adhering to timescales as outlined in the Code of Practice.
8. To assist with the organisation and attendance at the Post 16 Panel and follow up any subsequent actions.
9. To assist with the organisation and attendance of the Special Educational Needs and Disabilities Panel on a rota basis with other Case Workers and to follow up any subsequent actions.
10. To liaise with Commissioning and prepare paperwork to seek out of authority placements using the NE12 Portal process.
11. To ensure accurate data is maintained and recorded on the appropriate database.
12. Such other responsibilities allocated which are appropriate to the grade of the post.

**Knowledge, Experience & Qualifications**

**Essential:**

Knowledge

* The SEN Code of Practice
* Effective use of specialist ICT packages

Experience

* Working within the SEN Code of Practice guidelines
* Previous experience of working in Local Government, Health Authority or other similar organisation.
* Experience of Staff Management.
* Experience of Budget Monitoring.

Qualifications

* NVQ Level 3 in a relevant discipline or equivalent
* GCSE Maths and English at Grade C or above or equivalent
* High level of interpersonal and initiative skills

 **Desirable:**

Knowledge

* Relevant SEND legislation

Experience

* Previous experience of SEND Administration.
* Preparing written reports

Qualifications

* Degree or equivalent in a relevant discipline

**Competencies**

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| **Customer Focus**  | Puts the customer first and provides excellent service to both internal and external customers |
| **Communication** | Uses appropriate methods to express information in a clear and concise way to make sure people understand |
| **Team Working** | Works with others to achieve results and develop good working relationships |
| **Making things happen** | Takes responsibility for personal organisation and achieving results |
| **Flexibility** | Adapts to change and works effectively in a variety of situations |
| **Learning and Development** | Actively improves by developing and applying new skills and knowledge and learns from past experiences |