Newcastle City Council

Job Description

Newcastle City Council

Post Title: SEND Senior Practitioner (A4753)

Evaluation: 583 Points **Grade: N9**

Responsible to: Manager SEND Support, Assessment and Review Service

Responsible for: Staff as Allocated

Job Purpose: To support SEND service in delivering high quality and effective services and procedures relating to the coordination, assessment, placement and review of pupils with SEND.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. To support and assist the Manager for SEND Support, Provision and Review in managing the delivery of services to children and young people, parents/carers and schools. Providing senior support as required and ensuring we deliver our statutory responsibilities as defined in the SEND Code of Practice.

2. To support in the identification of areas for future planning, and service development, including the development and oversight of procedures relating to the assessment of children with SEND.

3. To deputise for the SEND Support, Assessment and Review Manager where necessary.

4. Provide mentoring, coaching and supervision support to SEND caseworkers, ensuring consistency in practice and developing and maintaining standards across the service.

5. Where appropriate to consider the needs of children and young people at SEN Support and advise families and professionals on the alternative processes available for consideration as part of a graduated response to meeting SEND in Newcastle.

6. To receive, interpret and analyse written advice and evidence from all agencies involved in the SEND process and make recommendations to the appropriate SEND panel, regarding the provision and support needs of the child/ young person.

7. Oversee the assessment, monitoring and review processes, ensuring procedures are followed, including transparency and equity are evidenced in the assessment and review process and the delivery of the service for pupils with SEND.

8. To be responsible for a caseload of Children and Young People with SEND, particularly those with the most complex needs.

9. To ensure effective systems are in place to ensure effective recording and maintenance of information and records within SEND. To provide accurate and timely reports and information as requested, on a planned and ad hoc basis

10. To convene and chair meetings as required, and to represent the LA at annual review meetings as required.

11. Liaise with other teams and services ensuring effective and efficient flow of information and process.

12. To identify, obtain and collate evidence and documentation for SEN Disability Tribunals.

13. To be responsible for the assessment, review and monitoring of children and young people with SEND across the City and to ensure the needs of children young people with SEND at the heart of these.

14. Prepare for and take an active role on inspection.

15. To foster robust links with parents and carers, staff in schools, colleges and employers, and a range of key partners, external agencies.

16. Identify areas for improvement, including any training needs both within the team and with stakeholders, linking with Service Lead and QA Lead as required.

17. As directed to develop policies and processes which ensure the service meets and exceeds the statutory, local and national requirements.

18. To provide support and input into programmes of professional development in relation to SEN processes and to participate in development and management activities in line with service and organisational requirements.

19. To develop and maintain positive, collaborative and sensitive relationships and partnerships both within and outside the Local Authority.

20. Promote and implement the Council's Equality policy in all aspects of employment and service delivery.

21. Assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.