

SEND Caseworker

Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

- Knowledge and experience of working with children and young people and their families with SEND requirements, with an effective understanding of the challenges faced by services and service users
- Knowledge of SEND Code of Practice
- Evidence of innovative and creative thinking in order to problem solve effectively
- Ability to professionally challenge and retain focus on the needs of the child and young person, whilst being aware of sometimes conflicting agendas
- Experience in assessment and review of SEND cases to establish appropriate support provision
- Excellent communication skills; written and verbal, with families, children, young people and their families and with schools and other relevant multi agency partners
- Awareness of the statutory framework around Information Advice and Guidance (IAG)
- Excellent organisational skills, ensuring deadlines are met and work is thorough and in line with relevant policies, processes and legal/statutory frameworks
- Experience of dealing with difficult situations in an appropriate and professional manner
- Ability to establish and maintain effective professional relationships with all partner agencies
- Experience dealing with safeguarding issues appropriately and in a timely manner
- Knowledge of SEND Tribunals
- Knowledge of and ability to use databases and spreadsheets to produce reports
- Self starter with willingness and commitment to professional development
- Commitment to equality and diversity in the workplace

Desirable

- Experience of drafting Education Health Care Plans.
- Experience in one of the following fields: Education, Health or Social Care
- Experience of providing Information Advice and Guidance

Part B

The following criteria will be further explored at the interview stage:

- Excellent communication skills
- Ability to deal with challenging situations
- Flexible approach to work

Additional Requirements

DBS clearance

Person Specification

Guidance Notes

- Part A of the person specification should list the essential criteria, and any desirable criteria if appropriate, which are needed to carry out the job. The criteria should include any qualifications, experience or skills that are essential to do the job, as well as criteria which would be beneficial (desirable) but would not stop a person from being short-listed, (desirable criteria can usually be acquired once the person has commenced work with us).
- Part A of the person specification should focus on criteria which will be assessed at the application stage. For example, it is easier to assess if an applicant has a relevant qualification rather than their verbal communication skills which would be assessed within the interview stage.
- Part B of the person specification should focus on those criteria which will be **further assessed at the interview stage**.
- Criteria should be described in terms of what you want the person to demonstrate and how this may be evidenced. This ensures we do not put unnecessary barriers in the way of applicants from diverse backgrounds and age ranges, who may not have come from a traditional public sector background.
- Criteria must not be discriminatory and managers need to be careful not to put too much emphasis on formal qualifications or lengths of experience which they can't justify, as other evidence of ability may be just as relevant. If you can't justify the inclusion of a criteria don't use it as a selection criteria.
 - Be particularly careful when applying general qualifications as this will be difficult to justify e.g. 5 GCSE's, degree level.
 - Describe experience in terms of quality, level and type rather than the length. For example, asking for 5 years experience could be age discriminatory if you can't justify why it is essential.
 - Do not use age as a condition or indicator of experience or maturity.
 - Avoid unjustifiable physical requirements which could exclude people with a disability.
- If there are any additional work related criteria related to the job these should also be included at Part B Additional Requirements, for example, able to work weekends or evenings etc.