

 <b>Stockton-on-Tees</b> BOROUGH COUNCIL	<b>JOB DESCRIPTION</b>
<b>DIRECTORATE:</b> <b>Children's Services</b>	<b>SERVICE AREA:</b> <b>SEND and Inclusion</b>
<b>JOB TITLE:</b> <b>Caseworker – SEND Assessment and Review</b>	<b>GRADE:</b> <b>J</b>
<b>REPORTING TO:</b> <b>Senior Caseworker / Team Manager</b>	

<b>1. JOB SUMMARY</b>
<p>Manage and Coordinate the timely completion of all SEND Assessments and Reviews.</p> <p>Provide challenge and direction to ensure the delivery of excellent services and a continuous improvement culture across the SEND Assessment and Reviews Team.</p> <p>Promote the graduated response to meeting Special Educational Needs for children and young people in Stockton Borough from 0-25yrs.</p> <p>Be an integral part in contributing to the monitoring and reporting on statutory timescales relating to SEND assessments and reviews by adhering to all SEND processes and have an understanding of financial implications and outcomes for those who are going through an assessment.</p> <p>Promote and deliver the successful introduction and roll out of the new EHCP formats including the re-write schedule.</p> <p>Build upon the partnership we have with our schools/settings/provisions by embedding systems of support and challenge to ensure that they meet the needs of our children and young people in a knowledgeable and effective way as soon as difficulties present.</p> <p>Strengthen person centred planning throughout the work the team do, to enable families to feel more connected to the Local Authority and promote stronger partnerships in the system.</p> <p>Assist the Team Manager and Senior Caseworker in promoting the Preparation for Adulthood agenda through the work that you do.</p> <p>Work flexibly across Children's Services and with other agencies, partners and stakeholders to meet the needs of children, young people and families.</p> <p>You may be requested to lead on specific projects, take on responsibility for other areas of work and deputise for your line manager when required.</p>

<b>2. MAIN RESPONSIBILITIES AND REQUIREMENTS</b>	
1.	Manage and coordinate the timely completion of all assessments and/or reviews that are covered by the SEND Assessment and Reviews Team.
2.	Work with families and multi-agency partners to promote inclusive education with all children and young people identified as having a Special Educational Need.
3.	Contribute to the achievement of team performance and financial objectives.
4.	Contribute to the learning and development of people in the team and undertake your own personal development.
5.	Work flexibly across Children's Services and with other agencies, partners and stakeholders to meet the needs of children, young people and families.
6.	Promote a positive workforce culture that is focussed on delivering excellent customer service and ongoing service improvement.
7.	Support and promote the ongoing work, development and improvement of the Directorate and the Council.
8.	You may be requested to lead on specific projects, take on responsibility for other areas of work and deputise for your line manager when required.

### 3. GENERAL

**Job Evaluation** - This job description has been compiled to inform and evaluate the grade of the job.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time 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.

**Workforce Culture and supporting behaviours and Code of Conduct** – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

**Shaping a Brighter Future** – The post holder will embrace the Council’s “Shaping a Brighter Future” programme.

**Personal Development** – As defined by the Council’s Culture Statement, all employees will take responsibility for their own development

**Customer Services** – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

**Policies and Procedures** – The post holder is required to adhere to all Council Policies and Procedures.

**Health and Safety** – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

**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 Stockton Council’s 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.

**Job Description dated: May 2021**

 <b>Stockton-on-Tees</b> BOROUGH COUNCIL	<b>PERSON SPECIFICATION</b>	
<b>DIRECTORATE:</b>  <b>Children's Services</b>	<b>SERVICE AREA:</b>  <b>SEND and Inclusion</b>	
<b>JOB TITLE:</b>  <b>Caseworker – SEND Assessment and Review</b>	<b>GRADE: J</b>	

<b>CATEGORY</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>MEANS OF ASSESSMENT</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to NVQ level 4 in a directly relevant subject or the equivalent level of knowledge gained from demonstrable relevant work-related experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Related qualifications</li> </ul>	Application
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Supporting learning and development</li> <li>• Partnership working</li> <li>• Promoting a positive culture</li> <li>• Customer focus</li> <li>• Improving services</li> <li>• Experience of contributing to the EHCP process</li> <li>• Working to a deadline</li> </ul>	<ul style="list-style-type: none"> <li>• Continuous professional development</li> <li>• Working in local government or public sector</li> <li>• Writing, reviewing and updating EHCPs</li> </ul>	Application / Interview
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Effective communication</li> <li>• Problem solving</li> <li>• Effectively plan and prioritise workload</li> <li>• Microsoft Office technology solutions</li> <li>• Service-specific information and case management systems</li> </ul>	<ul style="list-style-type: none"> <li>• Information governance and security</li> </ul>	Application / Interview

	<ul style="list-style-type: none"> <li>• Team building</li> <li>• Networking</li> <li>• Financial and commercial awareness</li> <li>• Microsoft Office technology solutions</li> <li>• Basic awareness of SEND legislation and its impact for the LA</li> </ul>		
<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• Demonstrate the behaviours that underpin the Council's Culture Statement</li> <li>• Lead by example</li> <li>• Collaborative team worker</li> <li>• Handle difficult situations sensitively</li> <li>• Pragmatic, flexible and resilient</li> <li>• Self-motivated, energetic, not easily discouraged</li> <li>• Be a reflective professional who is able to self-evaluate their own and others' work</li> </ul>		Application / Interview
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• The role requires frequent travel between venues across the borough, therefore a full driving licence and / or access to transport is essential</li> </ul>		Application / Interview
<b>Person Specification dated: May 2021</b>			