 Stockton-on-Tees BOROUGH COUNCIL	JOB DESCRIPTION
DIRECTORATE: Children's Services	SERVICE AREA: SEND and Inclusion
JOB TITLE: Caseworker - School Inclusion and Vulnerable Learners (Locality)	GRADE: J
REPORTING TO: Senior Caseworker	

1. JOB SUMMARY
<p>Delivery of daily workstreams for a given locality to achieve the following:</p> <ul style="list-style-type: none"> - Supporting improvements in whole school attendance and also individual pupil attendance including legal processes - Ensuring any licences in the locality are completed and issued in accordance with guidance - Overseeing and implementing processes with regards to EHE and CME - Supporting and providing challenge to schools with regards to exclusion, AP, managed moves and part time education packages - Work with the specialist SEMH team to support schools and pupils in the locality - Signpost and liaise with other agencies <p>You will manage a caseload as specified by the line manager and in accordance with service policies and prioritise and manage own workload within the boundaries of the role, and as advised by your line manager</p> <p>You will be responsible for delivery of excellent services with respect to the functions the team is responsible for across the given locality.</p> <p>You will be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with across the locality.</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>

2. MAIN RESPONSIBILITIES AND REQUIREMENTS	
1.	<p>Delivery within a given locality in:</p> <ul style="list-style-type: none"> - Supporting improvements in whole school attendance and also individual pupil attendance including legal processes - Ensuring any licences in the locality are completed and issued in accordance with guidance - Overseeing and implementing processes with regards to EHE and CME - Giving support and challenge to schools with regards to exclusion, AP, managed moves and part time education packages - Working with the specialist SEMH/ Home and Hospital team to support pupils and schools in the locality - Signposting and liaising with other agencies
2.	Manage a caseload as specified by your line manager and in accordance with service policies. Prioritise and manage own workload within the boundaries of the role, and as advised by your line manager
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

 Stockton-on-Tees BOROUGH COUNCIL	PERSON SPECIFICATION	
DIRECTORATE: Children's Services	SERVICE AREA: SEND and Inclusion	
JOB TITLE: Caseworker School Inclusion and Vulnerable Learners (Locality)	GRADE: J	

CATEGORY	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> • Educated to NVQ level 4 in a directly relevant subject or the equivalent level of knowledge gained from demonstrable relevant work-related experience. 	<ul style="list-style-type: none"> • Related qualifications 	Application
Experience	<ul style="list-style-type: none"> • Supporting learning and development • Partnership working • Promoting a positive culture • Customer focus • Improving services • Promoting the safeguarding and welfare of children and young people 	<ul style="list-style-type: none"> • Continuous professional development • Working in local government or public sector • Working in an educational setting • Fulfilling statutory obligations relating to attendance 	Application / Interview

Knowledge & Skills	<ul style="list-style-type: none"> • Effective communication • Problem solving • Effectively plan and prioritise workload • Microsoft Office technology solutions • Service-specific information and case management systems • Team building • Networking • Financial and commercial awareness • Microsoft Office technology solutions • Safeguarding for children and young people including contextual safeguarding 	<ul style="list-style-type: none"> • Information governance and security • Legal Processes and procedures relating to Attendance/Exclusions • Knowledge of SEMH needs in children and young people 	Application / Interview
Behaviours	<ul style="list-style-type: none"> • Demonstrate the behaviours that underpin the Council's Culture Statement • Lead by example • Collaborative team worker • Handle difficult situations sensitively • Pragmatic, flexible and resilient • Self-motivated, energetic, not easily discouraged 		Application / Interview
Other requirements	<ul style="list-style-type: none"> • The role requires frequent travel between venues across the borough, therefore a full driving licence and / or access to transport is essential 		Application / Interview
Person Specification dated: May 2021			

 Stockton-on-Tees BOROUGH COUNCIL	KNOWN RISKS FOR THIS ROLE
DIRECTORATE: Children's Services	SERVICE AREA: SEND & Inclusion
JOB TITLE: Caseworker – Vulnerable Learners	
GRADE: J	
REPORTING TO: Service Lead	

The following are the known risks for this role, more than one may apply. Where there are no known risks this will be indicated.

Known Risk	Yes/No
Is required to work at heights or on ladders	No
Is required to work in confined spaces or unusual environmental conditions where specialist equipment or breathing apparatus is needed	No
Is required to drive a Council vehicle or regularly transporting other person/clients/pupils in own vehicle as part of normal duties	Yes
Is required to drive an HGV/LGV/PCV/Minibus	No
Is required to undertake agriculture, horticulture or gardening work	No
At risk from noise that might affect an employee's health (will be required to wear ear protection)	No
Will be exposed to vibration likely to be above the exposure action level.	No
Is exposed to hazardous substances as detailed in Appendix 1	No
Is likely to be exposed to asbestos	No
Is at risk of a needle stick injury or human bite or could be exposed to blood, sewerage, bodily fluids.	No
May be exposed to lead or lead based products	No
Will handle food	No
Will require a health assessment for regular night working	No
Will be required to undertake the Display screen equipment training	Yes
Other known risks – please detail Meetings within home environments where there may be risks from family members, pets or other / Lone working/ meeting with pupils who may display challenging or aggressive behaviours/ working at times with sensitive information about a pupil/family circumstances which may impact on well being	
No known risks associated with this role	

As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.

Signature of Manager: Claire Tiffany

Date: 4/1/22