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 etsblish 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