

**Job Description**

**Job Title: Statutory SEND Team**

**Salary Grade: 7**

**SCP: 26 - 30**

**Job Family:**

**Job Profile:**

**Directorate: Education**

**Work Environment: Office / Agile**

**Reports to: SEND Team Manager**

**Number of Reports:**

Your normal place of work will be at the Bunny Hill Centre, but you may be required to work at any Company recognised workplace.

This position requires an Enhanced Disclosure and Barring Service (DBS) Check.

**Purpose:**

1. **Key Purpose of Job**
   * To co-ordinate efficient assessment of needs and / or Annual Reviews for students with a special educational needs and disabilities within the Sunderland Local Area
   * To provide oversight and undertake casework for young people who require an Education, Health and Care Plan
   * To liaise with multi- disciplinary agencies, parents, carers and young people using person-centred approaches
   * To embed ‘preparation for adulthood’ in practice for all children and young people
2. **Anticipated Outcomes of Post**
   * Contributing to successful educational outcomes for all children and young people in Sunderland.
   * Discharging statutory duties in relation to special educational needs efficiently and effectively.
   * Supporting the priorities of the Together for Children and implementation of wider local and national policies & plans in relation to Special Educational Needs.
3. **List Key Duties and accountabilities of the post** 
   * To have responsibility for ensuring that the statutory processes are compliant with SEN legislation.
   * To ensure preparation for adulthood outcomes are integral in EHCP statutory processes for young people added 0-25, to ensure education and training prepare them for independence.
   * To engage with partners such as School SENDcos, Virtual School, Children with Disabilities team, Adult Social Care, Colleges, Training Providers, Therapy services, Specialist Outreach Teams, CAMHs / CYPs and other services to the best possible outcomes for the young person.
   * To oversee EHC Plans for young people with a clear focus on Children and Young People aged 16-25. This will include the co-ordination and drafting of Education Health and Care Plans, and all this entails.
   * To undertake complex casework relating to the students, ensuring liaison with all relevant agencies occurs.
   * To draft and amend Education Health and Care Plans.
   * To ensure the progress of young people with Education, Health and Care Plans is monitored and reviewed, via Annual Review processes.
   * To ensure that pupils with SEN are placed in appropriate provision in a timely manner, and to enable the appropriate planning to occur for the next stage of their education.
   * To liaise with other agencies and attend multi-agency case conferences/meetings as appropriate.
   * To work closely with partners ensuring the needs of the pupils are well met and appropriate planning occurs. Partners include mainstream schools, special schools, colleges and other providers, Health, Adult Services and Children’s Social Care Teams to ensure planning relating to the students and young people is undertaken at the most effective and critical times.
   * To work closely with providers to develop appropriate provision which builds local capacity to support all young people.
   * To participate in professionally relevant activities as directed by line manager, including supervision and personal professional development.
   * In conjunction with the Senior SEND Officer / Team Manager monitor and input into the allocation of delegated budgets, ensuring that best value is achieved.
   * To contribute to resolving conflicting viewpoints and employing conflict resolution and mediation skills to reach a conclusion in the best interests of the child.
   * Making judgements and balancing the evidence about the best course of action which may significantly affect families and the lives of children and young people. In particular, managing complex issues where there are concerns about maintaining school placements.
4. **Working Environment & Conditions of the post**
   * All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
   * The Together for Children operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Together for Children's buildings, enclosed spaces within the curtilage of buildings, and Together for Children vehicles. Staff will not be released for a break that is specifically for smoking.
   * The post-holder is expected to familiarise themselves with and adhere to all relevant Together for Children Policies and Procedures, including Health and Safety polices
   * This post is based at Bunny Hill Centre but the post holder may be required to move their base to any other location within Together for Children at a future date.TfC operates an agile working policy. However, Caseworkers will be required to attend face to face meetings / CPD as directed by the SEND team Manager. The role will also require some visits to school premises.
5. **Key Contacts and Relationships**
   * **External:** Schools & Colleges(Heads, SENCo’ s, Class Teachers, TAs), Careers,Health (CAMHS, Paediatricians, Speech Therapists), Social Services (Children & Adults) Voluntary Bodies and parents/carers.
   * **Internal:** SEN Section, Advisory Support Teachers, Educational Psychologists, LA Officers & Advisers, Parent Partnership, LA Social Care staff and staff in the LA's off-site provisions.

**Statutory requirements:**

In line with the Together for Children’s Statutory Requirements, all employees should:

Comply with the principles and requirements of the General Data Protection Regulation (GDPR) in relation to the management of Together for Children Sunderland’s records and information, and respect the privacy of personal information held by Together for Children Sunderland.

Comply with the principles and requirements of the Freedom in Information Act 2000;

Comply with the Together for Children Sunderland’s information security standards, and requirements for the management and handling of information;

Undertake the duties of the post in accordance with the Company’s Equal Opportunities Policy, Health and Safety Policy and legislative requirements and all other Company policies.

This position is a politically restricted post as identified by Together for Children and in accordance with The Local Government and Housing Act 1989 (LGHA).

**Author**: Pamela Robertson

**Date**: 28/7/22



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| **Essential Requirements** | |
| **Qualifications:**   * Good general level of education with a high standard of literacy skills (minimum of GCSE grade C / 4 or equivalent in English lit or Language) | Application Form Interview |
| **Experience of :**   * Working with children or young people who have Special Educational Needs within an Education, health or Social Care environment * Working in a public service with some knowledge of SEND. * Demonstrable of working in direct service delivery. * Experience of working in multi-disciplinary partnerships/network. * Working to strict deadlines. | Application Form Interview |
| **Knowledge and understanding of:**   * Good knowledge of SEND Code of Practice and legislation and be able to transfer this into complex casework issues. * Good knowledge of SEND related funding and be able to explain and offer challenge with parents, schools and other partners | Application Form Interview |
| **Ability to:**   * Attend meetings away from the normal office base (face to face and / or via Teams) * Work flexibly. * Take an active role in person-centred meetings to offer advice on SEND legislation and offer appropriate challenge to parents, schools and partners. * Make judgements and balance the evidence about the best course of action which may significantly affect families and the lives of children and young people. * Make informed decision making and draft responses to a range of communications. * Contribute to resolving conflicting viewpoints and employing conflict resolution and mediation skills to reach a conclusion in the best interests of the child. * Demonstrate ICT skills. * Motivate and support staff and colleagues. * Understand the needs of parents and children in provision of statutory education services. * Interpret legislation and guidance and apply this effectively to casework. * Extract and précis essential information from reports and ensure this is accurately summarised and reflected in line with statutory compliance. * Demonstrate excellent inter-personal skills. * Demonstrate self-motivated and work independently . * Demonstrate well developed written and oral communication skills. * Organise and prioritise workload and meet deadlines. | Application form Interview |
| Commitment to Equal opportunities | Interview |

**Author:**

**Date:**