 <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.

**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>	

CATEGORY	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
<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>			

 <b>Stockton-on-Tees</b> BOROUGH COUNCIL	<b>KNOWN RISKS FOR THIS ROLE</b>
<b>DIRECTORATE:</b> Childrens Services	<b>SERVICE AREA:</b> SEND and Inclusion
<b>JOB TITLE: Caseworker – SEND Assessment and Review</b>	
<b>GRADE: J</b>	
<b>JOB LOCATION / BUILDING: Queensway House</b>	
<b>REPORTING TO: Senior Caseworker – SEND Assessment and Review</b>	

The following are the known risks for this role as identified through a Risk Assessment. More than one risk may apply. Where there are no known risks this will be indicated.

Known Risks - which require Baseline Health Surveillance Screening before or at start of employment and ongoing health surveillance with Occupational Health		
Known Risk	Yes	No
<b>Noise:</b> Employee Is likely to be regularly exposed to noise above the exposure action level. (Daily or weekly exposure of 85dB)		x
<b>Vibration:</b> Employee will be exposed to vibration above the daily Exposure Action Value (EAV) of 2.5m/s <sup>2</sup> A(8) 9		x
<b>Respiratory:</b> Employee will be exposed to Hazardous Substances such as machine generated wood dust, mineral dust, solder flux, glues, resins, cutting oils, latex.  (Those working with respiratory/skin irritants or sensitizers as defined by COSHH)		x

Known Risks which require a Medical Assessment with Occupational Health prior to starting employment and ongoing assessment during employment.		
Known Risk	Yes	No
<b>HGV/LGV/Fork Lift Truck/Passenger Carrying Vehicle/Minibus (Group 2) Licence Drivers:</b> Employee will be required to drive an HGV/LGV/FLT/PCV/Minibus.		x
<b>Asbestos:</b> Employee likely to be exposed to asbestos. Work with asbestos' includes: <ul style="list-style-type: none"> <li>○ Work which removes, repairs, or disturbs asbestos</li> <li>○ Ancillary work (work associated with the main work of repair, including maintenance work on equipment)</li> <li>○ Supervisory Work (work involving direct supervision over those removing, repairing, or disturbing asbestos)</li> </ul>		x

Known Risk	Yes	No
<b>Lead:</b> Employee likely to be exposed to lead or lead based products (handling, processing, repairing, maintenance, storage, disposal) The lead must also be in a form in which it is likely to be: <ul style="list-style-type: none"> <li>o Inhaled, e.g., lead dust, fume or vapour.</li> <li>o Ingested, e.g., lead powder, dust, paint or paste; or</li> <li>o Absorbed through the skin, e.g., lead alkyls or lead naphthenate.</li> </ul> The regulations do not apply to work with materials or substances containing lead where, because of the nature of the work, lead cannot be inhaled, ingested, or absorbed.		x
<b>Confined Spaces - Safety Critical:</b> Employee will be required to work in a <b>confined space</b> where specialist equipment or breathing apparatus is needed.		x
<b>Working at Heights - Safety Critical:</b> Employee will be required to work <b>at a height</b> .		x
<b>Blood-borne viruses:</b> Employee is at risk of exposure to Blood-borne viruses e.g., needle stick injury, human bite, contact with human blood or other bodily fluids and sewerage.		x

Other Known Risks		
Known Risk	Yes	No
<b>Council Vehicles or transport that does not require a Group 2 licence:</b> Employee will be required to drive a Council vehicle or regularly transport service users/clients/pupils in their own vehicle as part of normal duties.		x
<b>Food Handlers:</b> Employee will be preparing and handling food <i>Food Handlers Questionnaire to be completed and sent to Occupational Health</i>		x
<b>Night Workers:</b> Employee will be regularly working at night <i>Optional Night Worker Questionnaire available</i>		x
<b>Lone Working (including Home Working):</b> Employee will be required to work alone.	x	
<b>DSE Users:</b> Employee will be required to use Display Screen Equipment (DSE) <b>DSE Training and assessment should be completed on commencement – arranged by manager</b>	x	
<b>Any Other:</b> Please identify any other known risks associated with this job role.		x

**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:



Date: 15.05.2023

**For any queries related to this form, please refer to the Known Risk Managers Explanatory Notes, or email the Occupational Health Department: [Occupational.Health@stockton.gov.uk](mailto:Occupational.Health@stockton.gov.uk)**