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|  Stockton-on-Tees BOROUGH COUNCIL | JOB DESCRIPTION |
| DIRECTORATE: Children's Services | SERVICE AREA: SEND and Inclusion |
| JOB TITLE: Engagement Caseworker – DBV | GRADE: J |
| REPORTING TO: Team Manager – DBV Projects | |

| 1. JOB SUMMARY |
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| <p>Assist with development of processes and procedures and co-production of project work relating to Delivering Better Value.</p> <p>Be the point of contact with parent, carers and young people with regards to project work and transition planning for children and young people.</p> <p>Liaison with other teams in Children's services to ensure communication is of the highest possible standard, timely and purposeful.</p> <p>Contribute to delivery of training to parent, carers and stakeholders relating to DBV and wider SEND projects.</p> <p>To secure the participation of families in consultation and the development of services relating to the DBV projects and future planning.</p> <p>Manage a caseload of children and young people relating to those children whose pathways are being considered and developed through DBV projects.</p> <p>To undertake casework and provide advice to parents and carers to enable them to make informed decisions and choices.</p> <p>Manage responses to parental queries and any complaints relating to DBV.</p> <p>To liaise closely with schools, Stockton Parent Carer Forum, voluntary sector organisations and any other relevant agencies and departments including education, health and social care</p> <p>To develop participation systems with parents and carers to inform the development of local projects relating to provision and support for children and young people with special educational needs – particularly relating to DBV.</p> <p>Contribute to forecasting of required places across the borough for children and young people with SEN or exclusions and consult with parents and carers regarding this.</p> <p>Provide input to the delivery of excellent services and a continuous improvement culture across the service.</p> |

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| <p>Promote the partnership we have with our schools/settings/provisions</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 relating to engagement of parents, carers and young people and take on responsibility for other areas of work and deputise for your line manager when required.</p> | |
| 2. MAIN RESPONSIBILITIES AND REQUIREMENTS | |
| 1. | Working alongside the team, ensure the projects relating to DBV are delivered in a timely fashion whilst having due regard to financial management. |
| 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 training within the team and support parents and carers in their learning and development 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 2023

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|  Stockton-on-Tees BOROUGH COUNCIL | PERSON SPECIFICATION | |
| DIRECTORATE: Children's Services | SERVICE AREA: SEND and Inclusion Services – SEND Placements and Governance | |
| JOB TITLE: Parental Engagement Caseworker - DBV | 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"> Experience of working with children and families with a track record of having a positive impact on outcomes Partnership working with multi agencies across education, health and care. Promoting a positive culture Customer focus Improving services relating to coproduction with parents and carers Experience of working to statutory guidelines Knowledge of local SEND information e.g. personal budgets, local offer, provision. | <ul style="list-style-type: none"> Continuous professional development Working in local government or public sector Experience of tracking data to improve practice and outcomes | Application / Interview |

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| 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 • Knowledge and understanding of the Children & Families Act 2014, with reference to special educational needs and the Code of Practice. • Knowledge and understanding of statutory assessment procedures in relation to Education, Health and Care Plans and placements | <ul style="list-style-type: none"> • Information governance and security • Knowledge of SEND legislation • Local knowledge of provision available in Stockton on Tees | 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 • Able to engage and relate to parents and carers. | | 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 2023 | | | |

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|  Stockton-on-Tees BOROUGH COUNCIL | KNOWN RISKS FOR THIS ROLE |
| DIRECTORATE: Children's Services | SERVICE AREA: SEND Placements and Governance |
| JOB TITLE: DBV Engagement Caseworker | |
| GRADE: J | |
| JOB LOCATION / BUILDING: Queensway House | |
| REPORTING TO: Team Manager – DBV Projects | |

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 | | |
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| Known Risk | Yes | No |
| Noise: Employee is likely to be regularly exposed to noise above the exposure action level. (Daily or weekly exposure of 85dB) | | X |
| Vibration: Employee will be exposed to vibration above the daily Exposure Action Value (EAV) of 2.5m/s ² A(8) 9 | | X |
| Respiratory: 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. | | |
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| Known Risk | Yes | No |
| HGV/LGV/Fork Lift Truck/Passenger Carrying Vehicle/Minibus (Group 2) Licence Drivers: Employee will be required to drive an HGV/LGV/FLT/PCV/Minibus. | | X |
| Asbestos: Employee likely to be exposed to asbestos. Work with asbestos' includes: <ul style="list-style-type: none"> ○ Work which removes, repairs, or disturbs asbestos ○ Ancillary work (work associated with the main work of repair, including maintenance work on equipment) ○ Supervisory Work (work involving direct supervision over those removing, repairing, or disturbing asbestos) | | X |

| Known Risk | Yes | No |
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| Lead: 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"> ○ Inhaled, e.g., lead dust, fume or vapour. ○ Ingested, e.g., lead powder, dust, paint or paste; or ○ Absorbed through the skin, e.g., lead alkyls or lead naphthenate. 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 |
| Confined Spaces - Safety Critical: Employee will be required to work in a confined space where specialist equipment or breathing apparatus is needed. | | X |
| Working at Heights - Safety Critical: Employee will be required to work at a height . | | X |
| Blood-borne viruses: 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 | | |
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| Known Risk | Yes | No |
| Council Vehicles or transport that does not require a Group 2 licence: 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 |
| Food Handlers: Employee will be preparing and handling food <i>Food Handlers Questionnaire to be completed and sent to Occupational Health</i> | | X |
| Night Workers: Employee will be regularly working at night <i>Optional Night Worker Questionnaire available</i> | | X |
| Lone Working (including Home Working): Employee will be required to work alone. | X | |
| DSE Users: Employee will be required to use Display Screen Equipment (DSE) <i>DSE Training and assessment should be completed on commencement – arranged by manager</i> | X | |
| Any Other: Please identify any other known risks associated with this job 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: Elisha Smith

Date: 23.05.23

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