

Role Profile - SEND Case Worker

INFORMATION ABOUT THE ROLE:

Group: Children's Social Care and Lifelong Learning

Service: Education, Schools and Inclusion

Location: Civic Centre

Line Manager: Senior SEND Caseworker

Car User Status: Casual

Grade H SCP 25-28 £32,020 - £34,723 (pay award pending)

WHAT WE WANT YOU TO DO.....

Be a SEND Officer for casework and statutory assessments, overseeing the assessment, planning and review process for families across schools and a range of service providers, including education, health and social care and voluntary sectors and ensuring effective and timely delivery of the EHC needs assessment process and EHC Plans.

Be a case officer for requests for statutory needs assessments including planning, organising and monitoring the Annual Review programme for children with EHCPs; liaising with lead education, health and social care personnel and a variety of services, agencies and providers, managing the compilation of all the information received, identifying and gathering information and ensuring it is completed within statutory timescales.

Attend annual review and parent meetings, as a representative of the SEND Service, as deemed appropriate by the Team Manager, including chairing meetings within a non-school setting.

Communicate effectively with parents/carers and/or the young person to ensure they are kept involved and informed during the development of the EHC Plan, signposting as appropriate for advice, support and guidance including dealing with queries and complaints as appropriate to support the family to help them make well informed choices.

Liaise with Commissioning and prepare paperwork to seek out of authority placements using the NEPO Portal process.

Be a named officer with schools, young people, parents and carers in relation to the assessment, planning and review processes for Education, Health and Care Plans (EHC Plans) in accordance with the Code of Practice, policies and procedures.

Ensure accurate data is maintained and recorded on the appropriate database.

Draft the EHC Plan using the information gathered as part of the assessment and quality assure, before issuing the final EHC Plan.

Draft proposed amendments and final EHC plans following annual reviews including liaise with all relevant parties regarding changes to children and young people's health and social care needs and provision.

Assist with the organisation and attendance of the Special Educational Needs and Disabilities Panel on a rota basis with other Case Workers and to follow up any subsequent actions.

Oversee the smooth transition in and out of the authority of children and young people with EHC Plans to include seeking new placements for children and young people with SEND who are transferring into Gateshead whilst ensuring effective communication between other Local Authority's and adhering to timescales as outlined in the Code of Practice.

Such other responsibilities allocated which are appropriate to the grade of the post



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WHAT YOU NEED TO BE SUCCESSFUL..... THE ESSENTIALS

THE KNOWLEDGE

- The SEN Code of Practice
- Effective use of specialist ICT packages

THE QUALIFICATIONS

- NVQ Level 3 in a relevant discipline or equivalent
- GCSE Mathematics and English at Grade C or above or equivalent
- High level of interpersonal and initiative skills

THE EXPERIENCE

- Working within the SEN Code of Practice guidelines
- Previous experience of working in Local Government, Health Authority or similar organisation.

OUR COMPETENCIES... *HOW WE WANT YOU TO BE*

CUSTOMER FOCUSED

Puts the customer first and provides excellent service to both internal and external customers

MAKE THINGS HAPPEN

Takes responsibility for personal organisation and achieving results

GREAT AT COMMUNICATION

Uses appropriate methods to express information in a clear and concise way to make sure people understand

FLEXIBLE

Adapts to change and works effectively in a variety of situations

TEAM PLAYER

Works with others to achieve results and develop good working relationships

LEARN AND DEVELOP

Actively improves by developing and applying new skills and knowledge and learns from past experiences

