Stockton-on-Tees BOROUGH COUNCIL	**JOB DESCRIPTION**
DIRECTORATE: **Children's Services**	**SERVICE AREA:** **Education, Inclusion and Achievement**
JOB TITLE: **Alternative Provision (AP) Caseworker**	**GRADE:** **J**
REPORTING TO: **Service Lead – Alternative Provision**	

1. JOB SUMMARY

The post will focus on the delivery of daily workstreams for a given locality to achieve the following:

- Supporting improvements in alternative provision (AP) processes
- Maintaining an up-to-date database of AP provisions across the borough
- Interrogating data linked to children who receive multiple suspensions
- Overseeing and implementing processes with regards to Support for pupils who require AP or who are moving into or out of Alternative Provision
- Supporting and providing challenge to schools with regards to suspension exclusion and Alternative Provision
- Working with the specialist SEMH team to support schools and pupils in the locality
- Signpost and liaise with other agencies
- Support the delivery of Alternative Provision and any other projects relating to SEND and AP, under the direction of the Service Lead
- Support the PDC Coordinator and Service Lead to progress plans relating to AP projects.
- Work closely and flexibly with the: Education, Inclusion and Achievement Service and Children's Services; other directorates across the Council; agencies, partners, and stakeholders to achieve outcomes.

You will manage a caseload as specified by the line manager and in accordance with service policies and prioritise and manage own workload within the boundaries of the role, and as advised by your line manager.

You will be responsible for delivery of excellent services with respect to the functions the team is responsible for across the given locality.

You will be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and encounter across the locality.

You will work flexibly across Children's Services and with other agencies, partners and stakeholders to meet the needs of children, young people and families.

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.

2. MAIN RESPONSIBILITIES AND REQUIREMENTS	
1.	Support the delivery of Alternative Provision and any other projects relating to SEND and AP, under the direction of the service lead
2.	Ensure that pilots and project requirements of The SEND and AP Change Programme and ongoing SEND projects linked to Alternative Provision are implemented to the highest quality and that this meets the ongoing specification from the Department for Education. Delivery in: - Overseeing and implementing processes with regards to alternative provision - Giving support and challenge to schools with regards to suspension, exclusion, AP, and part time education packages - Working with the specialist SEMH team to support pupils and schools in the locality. - Signposting and liaising with other agencies.
3.	Contribute to the learning and development of people in the team and undertake your own personal development.
4.	Work closely and flexibly with the Education, Inclusion and Achievement Service and Children's Services, other directorates across the Council, agencies, partners, and stakeholders to achieve outcomes
5.	To contribute to these projects, support the implementation of them and take on responsibility for other areas of work and deputise for your line manager when required.
6.	Contribute to the development of the AP offer in Stockton.
7.	Contribute to development and data management including collecting market intelligence and comparison of statistical neighbours and wider SEND services.
8.	Establish and monitor appropriate procedures to ensure that quality data are reported and used in decision making processes and reported to the programme leads
9.	Assist in the design of services and pathways relating to Alternative Provision and projects within SEND and AP, including working with service users and providers as part of design and consultation exercises.
10.	Monitor the quality and performance of service providers and, where necessary, take action to improve performance and quality including enforcement action and help to establish effective, coordinated approaches with other agencies and regulatory bodies.
11.	Contribute to the maintenance of effective relationships with service providers.
12.	Contribute to the development of policies, procedures and best practice and the development and implementation of plans and reports,
13.	Assist in the production, monitoring and analysis of financial information and to contribute to the development and use of systems including IT based systems.
14.	Ensure that the voice of children, young people and families is reflected throughout improvement, transformation, strategy and planning activity.
15.	Produce reports for the Directorate as required.
16.	You may be asked to deputise for the PDC Co-ordinator 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.

The Council's Values, Behaviours and Code of Conduct - The post holder is required to carry out the duties in accordance with the Council's Values and Behaviours, our code of conduct, professional standards and promote equality and diversity in the workplace.

Corporate Parenting - As Corporate Parents, we have the same ambition and high aspirations for all children in our care and care experienced young people: that Stockton-on-Tees is a great place to grow up, where children and young people are protected from harm and supported to be the best they can be in life.

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 their work.

Job Description dated: 06/11/2024

Stockton-on-Tees BOROUGH COUNCIL	**PERSON SPECIFICATION**
DIRECTORATE: **Children's Services**	**SERVICE AREA:** **Education, Inclusion and Achievement**
JOB TITLE: **Alternative Provision (AP) Caseworker**	**GRADE:** **J**

CATEGORY	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	• Level 4 qualification or equivalent	• SEND/AP Qualifications and CPD Certificates	Application form / Certificates
Experience	• Relevant Professional qualification or Equivalent level of knowledge gained through relevant work experience • Experience working in an educational setting • Supporting learning and development • Partnership working • Promoting a positive culture • Customer focus • Improving services • Promoting the safeguarding and welfare of children and young people • Multi-agency working • Undertaking research, analysis and presentation of complex data • Preparing statistical information and reports. • Implementing policy.	• Joint commissioning • Quality monitoring of placements and provision • Understanding of the current SEND context and the role and challenges linked to Alternative Provision within the education system.	Application And Interview

Knowledge & Skills	• Time Management skills. • Effective written and verbal communication skills • Understanding of partnership working. • Understanding of performance information. • Interpersonal skills. • Self-motivating with good organisational skills. • Ability to work on own initiative and in a range of situations. • Ability to contribute to team and partnership working. • Use of IT systems, particularly Microsoft Office technology solutions • A sound knowledge of The SEND Code of Practice 2015. • Knowledge of the SEND & AP Green paper	• CPD relevant to the post. • Legal Processes and procedures relating to Alternative Provision, suspensions and exclusions • Knowledge of SEMH needs in children and young people	Application and Interview
Behaviours	• Demonstrate the Council's Behaviours which underpin the Culture Statement • Lead by example • Collaborative team worker • Handle difficult situations sensitively • Pragmatic, flexible and resilient • Self-motivated, energetic, not easily discouraged		Application and Interview
Other Behaviours	• Flexible and honest • The ability to travel independently throughout the Borough of Stockton		Application and Interview
Person Specification dated: 06/11/2024			

Stockton-on-Tees BOROUGH COUNCIL	**KNOWN RISKS FOR THIS ROLE**
DIRECTORATE: Children's Services	**SERVCE AREA: Education, Inclusion and Achievement**
JOB TITLE: Caseworker	
GRADE: J	
JOB LOCATION / BUILDING: Dunedin House	
REPORTING TO: Claire Tiffany - Service Lead for AP in the first instance	

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
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/s2 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.

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: o Work which removes, repairs, or disturbs asbestos o Ancillary work (work associated with the main work of repair, including maintenance work on equipment) o Supervisory Work (work involving direct supervision over those removing, repairing, or disturbing asbestos)		x

Known Risk	Yes	No
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: ○ 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

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 *Food Handlers Questionnaire to be completed and sent to Occupational Health*		x
Night Workers: Employee will be regularly working at night *Optional Night Worker Questionnaire available*		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) ***DSE Training and assessment should be completed on commencement – arranged by manager***	x	
Any Other: Please identify any other known risks associated with this job role. There is a possibility of risk to wellbeing or emotional health due to the nature of some pupil circumstances which this post may be involved with.	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: C. Tiffany Date:5/11/26

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