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

1. JOB SUMMARY

To have administrative oversight of the processes related to the service, ensuring that it is in line with the legislative frameworks and reflects all the relevant legislation relating to the service.

To maintain links with education providers, families and agencies working with children and young people in the service.

To support the caseworkers in the administrative implementation of their duties and associated procedures.

To provide advice and answer queries about the processes in the service as required.

Support the caseworkers in their duties relating to data quality on the Management Information System.

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

To assist on specific projects and take on responsibility for other areas of work.

2. MAIN RESPONSIBILITIES AND REQUIREMENTS	
1.	Assist the delivery of Alternative Provision and any other projects relating to SEMH, SEND and Inclusion, under the direction of the service lead.
2.	Assist in ensuring that ongoing SEND projects are implemented to the highest quality and that this meets the ongoing specification from the Department for Education.
3.	Support the Caseworker, Coordinator and AP/SEMH Education Staff to progress plans relating to the programme.
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 assist in contributing to these projects, support the implementation of them and take on responsibility for other areas of work.
6.	To have administrative oversight of the processes related to the service, ensuring that it is in line with the legislative frameworks and reflects all the relevant legislation relating to the service
7.	To maintain links with education providers, families and agencies working with children and young people in the service.
8.	Support the caseworkers in their duties relating to data quality on the Management Information System.
9.	Contribute to the achievement of team performance and financial objectives.
10.	Contribute to the learning and development of people in the team and undertake your own personal development.
11.	Work flexibly across Children's Services and with other agencies, partners and stakeholders to meet the needs of children, young people and families.
12.	Promote a positive workforce culture that is focussed on delivering excellent customer service and ongoing service improvement.
13.	Support and promote the ongoing work, development and improvement of the Directorate and the Council.
14.	Assist on specific projects and take on responsibility for other areas of work.

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: **Assistant Caseworker (Alternative Provision/SEMH)**	**GRADE:** **G**

CATEGORY	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	• Educated to NVQ level 3 in a directly relevant subject or the equivalent level of knowledge gained from demonstrable relevant work-related experience.	• Related qualifications	Application form / Certificates
Experience	• Customer service • Knowledge and experience of fast moving services with timescales that must be adhered to • Working with Management Information Systems • Partnership working • Promoting a positive culture • Customer focus • Improving services	• Continuous professional development • Working in local government or public sector	Application And Interview
Knowledge & Skills	• Effective communication • Problem solving • Effectively plan and prioritise workload • Service-specific information and case management systems • Networking	• CPD relevant to the post. • Information governance and security	Application and Interview

	• Microsoft Office technology solutions		
Behaviours	• 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		Application and Interview
Other Behaviours	• Flexible and honest • The ability to travel independently throughout the Borough of Stockton if required		Application and Interview
Person Specification dated: 07/11/2024			

Stockton-on-Tees BOROUGH COUNCIL	**KNOWN RISKS FOR THIS ROLE**
DIRECTORATE: Children's Services	**SERVCE AREA: Education, Inclusion and Achievement**
JOB TITLE: Alternative Provision (AP/ SEMH) Caseworker Assistant	
GRADE: G	
JOB LOCATION / BUILDING: Dunedin House	
REPORTING TO: Claire Tiffany - Service Lead 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