

## **JOB DESCRIPTION**

**JOB TITLE: SEND Case Officer**

**JOB NO: A10674**

**GRADE: Gr4** Consultation grade - subject to formal evaluation under the Pay Equity Review

**DIVISION: Children & Families**

**NO OF POSTS:**

**SECTION: SEND/SENAR**

POST REQUIRES POLICE / CRIMINAL RECORDS BUREAU CLEARANCE: **YES**

### **1.0 JOB PURPOSE**

- 1.1 To coordinate the procedures associated with managing a caseload of children and young people (cyp) with an "Education, Health and Care Plan" (EHCP).
- 1.2 To support families to understand the processes when an EHCP annual review and or amendments to the EHCP is required.
- 1.3 To gather all information concisely regarding the child to support decisions about amendments to an (EHCP) that will ensure the child is in receipt of the right support in the right place to meet their needs.
- 1.4 To ensure that appropriate steps have been taken and that all appropriate actions have been taken to ensure an EHCP is up-to-date and accurate for those who have them.
- 1.5 To ensure statutory timeframes as governed by the SEND code of practice, and other appropriate legislative frameworks, are adhered to and achieved for all actions relating to maintaining or ceasing an EHCP.

### **2.0 DUTIES AND RESPONSIBILITIES**

- 2.1 To maintain an excellent working knowledge of the Special Educational Needs Code of Practice (the COP) and to follow the processes and procedures set out in the COP in respect of maintaining EHCPs.
- 2.2 To make effective use of the SEND Database in managing a caseload of for young people with special educational needs, ensuring that LA procedures are followed, and all relevant data and information is recorded on the database.
- 2.3 To act as Named Officer for an allocated caseload of young people providing advice and information about review processes, as well as feedback regarding individual cases, to those young people and to parents, carer's, colleges, and training providers and to other professionals.
- 2.4 To prepare written briefs for all advisory panels relating to children and young people with special educational needs, setting out key issues, options for

consideration and financial implications, ensuring that information submitted is accurate and complete. To attend such panels to present cases as appropriate.

- 2.5 To attend review meetings, particularly where placements are causing concern, to consider options and to suggest alternative sources of support where appropriate. To advise other professionals about processes and procedures for young people with EHCPs (and with agreement of line manager).
- 2.6 To identify cases where the young person has met the success criteria within the EHCP and make arrangements to cease or to maintain the EHC Plan.
- 2.7 To understand and apply the principles of confidentiality about all aspects of casework.
- 2.8 To deal with situations which are emotional and/or complex and to identify where further advice or involvement needs to be sought from more senior officers or other professionals.
- 2.9 To work pro-actively with young people with special educational needs to promote a positive working relationship, which supports their best interests within the statutory and local framework.
- 2.10 To identify and prioritise cases where disputes may arise and work, under supervision, to find creative solutions to complex problems.
- 2.11 To adapt and deliver Education, Health, and Care Plans, making sure Outcomes are SMART, checking them prior to issue, within statutory timescales and to a high standard that would satisfy external scrutiny.
- 2.12 To build and maintain knowledge of all local providers and their capacity to build packages to meet educational, social and health needs related to specific disabilities and to be able to negotiate bespoke packages in accordance with LA decisions.
- 2.13 To report cost implications to the SEN Panel including, where appropriate SEN transport costs. To consult with colleges and training providers regarding the placement of young people with special educational needs.
- 2.14 To work collaboratively with a range of other professionals including educational psychologists, social workers, health service staff, college staff and training providers.
- 2.15 To ensure that appropriate planning takes place in good time for phase transfers and to liaise with other agencies.

2.16 To undertake such other duties of a similar nature from time to time, as required by the Head of SEND.

**OBSERVANCE OF THE CITY COUNCIL'S EQUAL OPPORTUNITIES, SAFEGUARDING AND DATA PROTECTION POLICIES WILL BE REQUIRED (AMONG OTHERS)**

### 3.0 SUPERVISION RECEIVED

3.1 SUPERVISING OFFICER JOB TITLE: SEND Principal/Senior Officer

JOB NO:

3.2 LEVEL OF SUPERVISION

- ~~1. Regularly supervised with work checked by supervisor.~~
2. Left to work within established guidelines subject to scrutiny by supervisor.
3. Plan own work to ensure the meeting of defined objectives.

### 4.0 SUPERVISION GIVEN (excludes those who are INDIRECTLY supervised i.e. through others)

| POST TITLE | GRADE | NO OF POSTS | LEVEL OF SUPERVISION* |
|------------|-------|-------------|-----------------------|
| None       |       |             |                       |

\*Use 1,2 or 3 as in 3.2

### 5.0 SPECIAL CONDITIONS

| DBS check required for the post | Yes   | No  |
|---------------------------------|---|-----|
| Level of check required         | Standard  |     |
|                                 | Enhanced  | Yes |
|                                 | Enhanced with barred list check - Adults              | Yes |
|                                 | Enhanced with barred list check - Children's          | Yes |
|                                 | Enhanced with barred list check - Adults & Children's | Yes |

|              |              |                   |
|--------------|--------------|-------------------|
| <b>Date:</b> | <b>Name:</b> | <b>Signature:</b> |
|--------------|--------------|-------------------|

**Person Specification**

**JOB TITLE: SEND Case Officer**

**JOB NO: A10674**

**GRADE: Gr4**

**DIVISION: Children & Families**

**NO OF POSTS:**

**SECTION: SEND/SENAR**

**Method of Assessment (M.O.A.) A.F. = Application Form; I = Interview.  
 T. = Test or Exercise; C. = Certificate; P. = Presentation.**

| <b>CRITERIA</b>  | <b>ESSENTIAL</b>  | <b>M.O.A.</b> |
|--|---|---------------|
| <b>Education/Qualifications</b><br>NB: Full regard must be paid to overseas qualifications.    | Educated to A-Level standard or equivalent.<br>An appropriate NVQ would be desirable.   | AF/I/P        |
| <b>Experience</b><br>(Relevant work and other experience)                                      | Experience and knowledge of working in various settings including school, community and home.<br><br>Practical experience of writing reports, summaries, articles or similar written material.<br><br>Experience of using information technology for word processing, data bases for information capture and retrieval.<br><br>Experience of working in a school, Local Authority or a similar setting<br><br>Experience of working directly with young people and their families and experience of supporting young people and families through transitions. | AF/I/P        |
| <b>Skills &amp; Ability</b><br>e.g. written communication skills, dealing with the public etc. | Ability to communicate effectively, both orally and in writing, with a range of audiences.<br><br>Ability to consult and negotiate effectively  | I/P           |

|                 |   |  |
|-----------------|---|--|
|                 | <p>and diplomatically, with schools, parents and other stakeholders.</p> <p>Ability to work under pressure, organise own workload, and forward plan to ensure that statutory deadlines are met.</p> <p>Ability to summarise and interpret a range of complex and detailed reports.</p> <p>Ability to comprehend and implement guidance to ensure that all young people receive the right support in the right place and at the right time to meet their needs within the legislative framework.</p> <p>Ability to understand, implement and comply with Equal Opportunities Policies.</p> |  |
| <b>Training</b> | <p>A willingness to undertake ongoing, learning training and development.</p> <p>A commitment to learning relevant parts of the Code of Practice on Special Educational Needs and Disability 0 to 25 Years and Children and Families Act 2014</p>   |  |
| <b>Other</b>    | <p>To respond to a wide range of daily enquiries the post-holder will need to be organised and resilient to manage this varied role.</p> <p>A willingness to work flexibly in undertaking additional duties and training as necessary, and a willingness to travel as necessary.</p> <p>To represent the LA at other meetings related to individual young people, including multi-agency meetings.</p>  |  |

All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery.

|                |       |            |
|----------------|-------|------------|
| Date:          | Name: | Signature: |
| Date reviewed: | Name: | Signature: |