

Job Description

Job Title: SEN Casework Officer

Section: Statutory Assessment Team

Directorate: People & Communities SEND Service 0-25

Grade: P1

Location: Scott House Huntingdon

Hours: 37

Overall purpose of the job

To assist in the management of the Education Health and Care Needs Assessment and Annual Review Process for children with complex additional needs, ensuring the effective use of resources in schools and settings both in and out of County

Main accountabilities

Main accountabilities	
1.	Undertake workload including Education Health and Care Needs Assessment and Annual review associated with a geographical patch.
2.	Prepare and present cases to Education Health and Care Needs Assessment Panel/ County Resourcing Panel as appropriate and provide feedback to schools, parents and professionals. Implement outcomes from panels seeking creative solutions where required.
3.	Identify issues, negotiate and resolve problems arising from casework and inter-agency work.
4.	Draft Education Health and Care Plans and attend planning meetings as and when necessary. Assist in the monitoring of children and young people's progress through the Statutory Annual Review process.
5.	Work in partnership with parents/carers. Contact with parents and develop effective relationships with schools, professionals and other agencies. Develop excellent working relationships with other Local Authorities and with NHS Cambridgeshire.
6.	Negotiate educational provision with schools, settings and other agencies. Manage and monitor contract compliance with providers
7.	Support the Team Leader in ensuring statutory duties and targets are met. Support the development of practices and policies within the team.
8.	Deputise for the Team Leader when required.
9.	Contribute to the planning and delivery of the Local Authority's response to special educational needs in the County. Participate in the delivery of training to schools, parents, professionals and other agencies
10.	To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.

Safeguarding commitment

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
GCSE Grade A-C	English and Maths	Essential
A Level/NVQ Level 4		Essential
	Teaching/special educational needs experience in an educational related Area	Essential
Professional qualifications	Education/special educational needs	Desirable
Degree level qualification or equivalent		Desirable

Minimum levels of knowledge, skills and experience required for this job

		Essential/ Desirable
Knowledge		
	Working knowledge and understanding of the SEND Code of Practice, legislation and Children and Families Act	Essential
Skills	Excellent planning and organizational skills	Essential
	Ability to work on own initiative and as part of a multi-agency team	Essential
	Ability to be flexible	Essential
	A can do approach	Essential
	Ability to ascertain the important information from discussions, asking questions and written information	Essential
	Confident in their ability to work under pressure and to prioritise a caseload.	Essential
	Ability to negotiate, challenge and mediate where required	Essential
	Demonstrate good time management and the ability to prioritise, meet deadlines and be flexible and respond quickly to changes	Essential
	Confident in facilitating multi-agency meetings	Essential
	Excellent and accurate communication skills both oral and written. Demonstrate effective listening skills.	Essential
	An understanding of the issues facing children and young people with special educational needs and disabilities and their families	Essential
	Commitment to delivering a high quality service that supports the needs of children and young people with special educational needs and disabilities and their families	Essential
	Relate to the child/young person and their family in a professional and enabling manner	Essential

	Keep within boundaries of the role and task	Essential
	Non-judgemental and without pre-conceived ideas	Essential
	Ability to travel throughout the County and beyond	Essential
Experience	Experience of working as part of a busy team and working on own initiative.	Essential
	An excellent understanding of the nature and importance of partnership working	Essential
	Experience of working to tight deadlines with competing and changing priorities and pressures	Essential
	Experience of leading multi-agency meetings	Essential
	Experience of working with a broad range of people including families. Education, Social Care and Healthcare professionals	Essential
	Experience of writing person centred plans/report writing	Essential
	Experience of communicating effectively in a variety of ways	Essential
	Disability awareness and awareness of different special educational needs and disabilities	Essential
	Experience of working with administrative /office processes and practices	Essential
	Experience of using ICT and common IT software packages	Essential
	Experience of working with children and young people with special educational needs and disabilities	Desirable
Equal opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	Essential
Safeguarding	Demonstrate an understanding of the safe working practices that apply to this role.	Essential
	Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	Essential