

WHERE  
CAREERS  
THRIVE

When potential  
is unlocked,  
talent *thrives*



West  
Northamptonshire  
Council

Job description and person specification

## Senior SEND Practitioner

### Children's Service

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



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## Purpose and impact:

To assist in the leadership and management of a direct casework service that provides early help and specialist support to children with Autism and/or SEND in a given geographical area and to act as a key worker / lead professional in the delivery of high-quality early intervention for children and young people with Autism and/or SEND and their families.

To work under the direction of the Area Manager – SEND, Portage and Autism in ensuring schools and settings are fulfilling their statutory obligations in relation to the provision of education to disabled children aged 0 to 19 years and that, at a minimum, all pupils in West Northamptonshire are receiving their educational entitlement.

## Accountable to:

This role is accountable to the Area Manager – SEND, Portage and Autism. responsible for the direct line management of 6 SEND Practitioners. The role sits within Children's Services, part of the People Services Directorate in West Northamptonshire Council.

## Responsibilities:

1. To manage a caseload of complex children and young people with Autism and/or SEND and their families at significant risk of exclusion from their families, education and community and entering into high-cost specialist services using a range of methods, in different settings, working in partnership with families and as part of a skilled-team.
2. To carry out and manage comprehensive risk and needs assessments using the agreed and established processes. To develop and plan interventions to be delivered in a challenging and supportive approach to ensure engagement, reduce risk and enable positive, sustainable outcomes for children and young people and their families.
3. To co-ordinate a team of staff in delivery of targeted support services to disabled children, young people and families in a defined geographical area. To act as a line manager/supervisor to team members, to hold regular supervision and carry out annual appraisals. To co-ordinate team activity and caseload management to allocate tasks including the allocation of lead professional status to team members as appropriate.
4. To assist in leading in the team's response to the identified needs of disabled children and young people, and their families through agreed referral pathways and partnerships arrangements. To ensure the team's adherence to partnership agreements between agencies, partners and offer teams through engagement with local partners, leaders, members of the public.
5. To oversee, review and quality assure action plans and allocate risk management approaches for all cases managed by the Team in a given geographical area and to ensure that effective processes for communication, recording and task allocation are in place within the team.
6. To ensure that integrated practice, including 'Team Around the Family' processes, use of the Early Help Assessment (EHA) and the role of the lead professional are central to the activity of the team whilst at all times ensuring that Safeguarding of disabled children is delivered in accordance with local policies and protocols.
7. To provide training as required by professionals or families and facilitate the sharing of best practice and broker support for children, young people and families/
8. To ensure that the team employs a rigorous approach to information recording, and adheres to information sharing protocols and responds to the demands of internal performance management and external monitoring and inspection. To be engaged in and report to the Area Manager- SEND, Portage and Autism /Service Manager on the performance of the team in relation to key local indicators, measures, Quality Assurance approaches (including complaint management) and government policies.

9. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
10. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

## Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by [the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).]

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

<b>Skills and abilities:</b>	Essential / Desirable	Measured by
Ability to lead, manage, motivate and develop a team of staff	E	I
Excellent skills in risk and needs assessment and case management skills utilising good analytical skills.	E	I
Ability to analyse and write and present clear and concise reports and data utilising IT processes and systems. Ability to use standard IT and systems for casework recording	E	I
Capacity to liaise confidently with other professionals and lead meetings with providers, service managers and children, young people and families.	E	I
Ability to work with children and young people and their families with tact and sensitivity	E	I
Ability to prioritize and manage time effectively under pressure	E	I
Ability to determine need, design and deliver a range of training courses for families, children and young people and other professionals	E	I
Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	E	I
Ability to travel effectively to different locations	E	I
Strong negotiating and influencing skills in a multi-agency context	D	I
Evidence of willingness to undertake specialist training, as required	E	I

<b>Knowledge:</b>	Essential / Desirable	Measured by
Experience or knowledge of evidence-based interventions with disabled children and families	D	I

<b>Relevant experience:</b>	Essential / Desirable	Measured by
Experience of managing and supervising the work of a range of front-line staff.	E	I
Experience of working with a range of internal colleagues and professionals from voluntary, private and public sector organisations and Education Settings	D	I
Experience of managing safeguarding concerns	E	I

<b>Education, training and work qualifications:</b>	Essential / Desirable	Measured by
Degree or equivalent professional qualification in autism, health or education	E	I

Certified training in the TEACCH (Treatment and Education of Autistic and Related Communication Handicapped Children) approach (minimum 3-day course, 5 day desirable)	D	I
Evidence of ongoing CPD	E	I

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

**Additional pre-employment checks specific to this role include**

*Enhanced Disclosure and Barring Service check Disqualification for Caring for Children (Education).*

## Day-to-day in the role:

Hours:	37	Primary work base:	One Angel Square, Northampton
Job family band:	Band 08	Worker type:	Part Flexible
Salary range:	£41,816 - £45,175	Budget responsibility:	None
People management responsibility:	6		

### Working conditions & how we work:

This role has been identified as a Part Flexible worker type, this means that you will be able to work from other work locations and when not working from an office you will be working remotely for up to 3 days a week (including from home).

## Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

<b>T</b>	Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
<b>H</b>	High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
<b>R</b>	Respect	we respect each other and our customers in a diverse, professional and supportive environment.
<b>I</b>	Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
<b>V</b>	Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
<b>E</b>	Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

**“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture”**



# When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

## The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

