WHERE CAREERS THRIVE

When potential is unlocked, talent *thrives*

West Northamptonshire Council

SEND Practitioner

Inclusion and Intervention Support Team, Children's Services, People Directorate

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.

West Northamptonshire Council

Purpose and impact:

The SEND Practitioner provides early intervention and targeted, time-limited support to children and young people aged 0–19 with Special Educational Needs and/or Disabilities (SEND), their families, and educational settings.

The postholder will work collaboratively with parents, carers, schools, Family Hubs and multi-agency professionals to assess needs, plan and deliver evidence-based interventions, and review impact for children aged 5-19 years old. The role aims to strengthen inclusive practice, build capacity within schools and families, and improve outcomes for children and young people with SEND.

Accountable to:

This role reports to the Senior SEND Practitioner or Team Manager in the Inclusion and Intervention Support Team (IIST). The role sits within Children and Young People's Services, part of the People Services Directorate in West Northamptonshire Council.

Responsibilities:

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1. Manage an active caseload, responding flexibly to changing levels of demand. Act as Lead Professional where required, coordinating support, chairing Team Around the Family meetings, and completing Early Help Assessments.
2. Undertake observations, assessments, and reviews across educational, home, and community settings. Analyse needs and progress, and provide tailored advice, guidance, and recommendations to support inclusive practice.
3. Work collaboratively with professionals across education, health, and social care services, attending multi-agency meetings as required to ensure coordinated and appropriate support for children, young people, and families.
4. Maintain accurate, timely, and comprehensive records of work undertaken, including intervention plans, case notes, reviews, and outcome data. Produce written reports and professional documentation, including evidence to support requests for Education, Health and Care (EHC) needs assessments.
5. Develop, implement, and adapt individualised plans and strategies in partnership with families, settings, and managers, based on ongoing assessment and review of impact.
6. Support transitions between educational settings by working closely with SENCos, parents/carers, and partner agencies, ensuring continuity, inclusion, and equality of opportunity.
7. Contribute to the design and delivery of training and workshops for parents, carers, education staff, volunteers, and other professionals. Support and mentor colleagues and volunteers, including newly qualified practitioners, through joint visits, coaching, and reflective practice.
8. Contribute to the development, maintenance, and effective use of specialist resources, including assistive equipment and digital tools, staying informed of current research and developments in SEND practice.
9. Plan, facilitate, and review group-based support opportunities for parents and children with SEND, promoting peer support, parental confidence, and skill development.
10. Ensure compliance with health and safety, safeguarding, and data protection requirements, taking reasonable care for personal and others' wellbeing in line with organisational policies.
11. Promote equality, inclusion, and anti-discriminatory practice at all times, actively challenging bias and barriers related to disability, race, gender, culture, religion, or sexuality.
12. Undertake other duties appropriate to the grade and purpose of the role as required.

13. Use Microsoft 365 and council systems effectively to work efficiently, collaborate with others and manage information safely, including storing, sharing and handling data securely in line with council policies.

14. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.

15. 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:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Note: Where digital skills are an important part of the role, candidates may be asked to complete a separate task or assessment to demonstrate their ability to use Microsoft 365 and other relevant systems

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

Skills and abilities:	Essential / Desirable	Measured by
Ability to keep clear, accurate, and professional records and produce a range of written reports	E	A, I
Strong communication skills, with the ability to engage effectively with children, young people, parents, and professionals	E	A, I
Ability to assess needs, analyse information, and translate this into practical strategies and support plans	E	A, I
Effective organisation and time-management skills, including the ability to manage a varied caseload independently	E	A, I
Ability to work calmly and professionally in challenging or emotionally demanding situations	E	A, I
Strong collaborative working skills, including within multi-disciplinary teams	E	A, I
High standards of professional integrity, confidentiality, and accountability	E	A, I
Willingness to undertake specialist training and continuing professional development	E	A, I
Ability to travel across the local authority area as required	E	A, I
This is applicable to all roles in WNC: Digital Skills: Working knowledge of Microsoft 365, including Outlook, Teams, Word, Excel, PowerPoint, CoPilot, OneDrive and SharePoint, with the ability and willingness to use these tools confidently and effectively in day-to-day work.	E	A
This is applicable to all roles in WNC: Information & Data Handling**:** Able to handle information responsibly, store records securely, share data appropriately and follow council policies and procedures on data protection, records management and information security.	E	A, I

Knowledge:	Essential / Desirable	Measured by
Knowledge of relevant legislation, statutory guidance, and best practice relating to SEND	E	A, I

Understanding of safeguarding responsibilities and procedures	E	A, I
Knowledge of child development	E	A, I
Understanding of autism, neurodiversity, and social communication differences	E	A, I
Knowledge of local early help, education, and social care provision within West Northamptonshire	D	A, I

Relevant experience:	Essential / Desirable	Measured by
Experience of working directly with children and young people with SEND	E	A, I
Experience of working with parents/carers and professionals from other agencies	E	A, I
Experience of providing advice, guidance, or training to others	D	A, I
Experience of mentoring, supporting, or coaching colleagues or volunteers	D	A, I

Education, training and work qualifications:	Essential / Desirable	Measured by
GCSEs (or equivalent) in English and Maths	E	A
Relevant qualification(s) such as NVQ Level 3, NNEB, or equivalent	E	A
Evidence of ongoing professional development	E	A
A Levels or Degree (or equivalent)	D	A

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

Day-to-day in the role:

Job family and salary band:	Care and Welfare Band 05	**Worker type:**	Part-flexible
People management responsibility:	N/A	**Budget responsibility:**	N/A

Current pay scales and other benefits are published on the Jobs and Careers section of West Northamptonshire Council's internet.

Working conditions & how we work:
This role has been identified as a Part-Flexible Worker type, this means that you will be able to worker 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.

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

WNC values colleagues as individuals and encompasses our different perspectives to deliver our collective ambitions. One West inclusive culture.

Should you require this document in another format or language, please contact:
Careers@westnorthants.gov.uk

WHERE CAREERS THRIVE

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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.

West Northamptonshire Council