

WHERE  
CAREERS  
THRIVE

When potential  
is unlocked,  
talent *thrives*



West  
Northamptonshire  
Council

Job description and person specification

## 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 provide direct support to educational settings and to families with children with Special Educational Needs and/or Disabilities (SEND) aged 0-19 by implementing programmes and supporting the implementation of direct support plans to enable the children to maximise their potential.

To observe, analyse, plan and review the progress of children in various settings. Advising guiding and instructing other professionals on intervention strategies to challenge and support them in raising standards of inclusive practice.

## **Accountable to:**

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

## **Responsibilities:**

1. To deliver direct, hands-on, time limited and monitored interventions with parents and/or educators of children 0-19 with SEN and/or disabilities and with the children themselves, modelling appropriate techniques and strategies and using specific techniques, programmes and activities to promote the educational and social inclusion of these children. To challenge and support other professionals and settings with regard to inclusive practice.
2. To manage an active caseload of children and families, responding to variations in demand and need and act in the role of lead professional and arrange, attend and chair Team Around the Family meetings and complete the Early Help Assessment as required.
3. To undertake assessments on children worked with by the team, to visit educational and community settings and liaise effectively with other professionals across social care, health and educational services (attending meetings as appropriate) to ensure the appropriate provision, advice and support to parents/educators of children 0-19 with SEN and/or disabilities to maximise outcomes for children, families and settings.
4. To maintain effective records of interventions, details of support provided and analyse and present evidence related to targets, including case summaries after interventions are ended, so that all documentation is accurate and up to date. To complete risk assessments, reports, letters and reviews as required and write educational targets and strategies of intervention. Prepare extensive written evidence to support requests for EHC needs assessment.
5. To assess and analyse situations; develop and adapt educational/developmental/ intervention strategies and support plans in conjunction with the line manager.
6. To plan transition in educational settings by liaising with the setting SENCo, parents/carers and other multi agency professionals to promote the inclusion and equality of opportunity for all children, offering training, information and advice where appropriate.
7. Assist in the preparation of training and deliver training with peers or managers to a variety of others including families, carers and other professionals. To mentor, develop, support and train volunteers including newly Qualified Portage Visitors via joint visits and Volunteer Meetings, under the direction of line manager.
8. To maintain and develop specialist resources (equipment and electronic) with others including research and investigation into the latest IT developments for children with additional needs.
9. To plan, establish, organise, facilitate and review developmental group forums for parents and children 0-19 with SEN and/or disabilities to enable parents to be effectively supported and skilled in meeting their child's developmental needs.

10. To ensure that reasonable care is taken at all times for the health, safety and welfare of themselves and other persons and to comply with policies and procedures relating to health and safety within West Northants Council.
11. Demonstrate awareness and understanding of equal opportunities and other people's behavioural, physical, social and welfare needs and actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours relating to race, gender, ability, sexuality, culture and religion.
12. To undertake any other duties applicable to the post of this grade as may be required from time to time as well as any other duties which fall within the broad spirit, scope and purpose of this job description.

## 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 maintain clear and concise notes and records and prepare a variety of different reports and contribute to data systems	E	I
Ability to communicate effectively with a range of adults and children and young people on both a one to one and group basis.	E	I
Able to assess children and young people and understand their individual needs	E	I
Self-motivator able to work effectively in stressful situations and under pressure	E	I
Good organisation and time management skills and the ability to work on own initiative including ability to manage own caseload	E	I
Able to work as an effective team member both internally and on a multi professional basis	E	I
Ability to maintain high levels of professional and personal integrity including confidentiality	E	I
Evidence of willingness to undertake specialist training as required	E	I
Ability to travel effectively to different locations	E	I

<b>Knowledge:</b>	Essential / Desirable	Measured by
Knowledge of current legislation and guidance relating to children and young people with SEN and /or disabilities	E	I
Ability to demonstrate a knowledge and understanding of safeguarding procedures to keep children and young people safe	E	I
Knowledge of child development	E	I
Knowledge of Autism and social/communication difficulties	E	I
Knowledge of current education/early help/social care provision in West Northants.	D	I

<b>Relevant experience:</b>	Essential / Desirable	Measured by
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Experience of working with internal colleagues and professionals from other agencies	E	I
Experience of direct work with children with Autism and SEND	E	I
Experience of providing support in educational and/or family settings and acting in an advisory capacity to parents and colleagues	D	I
Experience of preparing and delivering training to others	D	I
Experience of mentoring or supporting others	D	I

<b>Education, training and work qualifications:</b>	<b>Essential / Desirable</b>	<b>Measured by</b>
Qualified to GCSE or equivalent in Maths and English	E	I
Qualifications relevant to the post e.g. NNEB, NVQ Level 3 or equivalent	E	I
Evidence of ongoing CPD	E	I
A Levels or Degree	D	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 & Adults (Education).*

## Day-to-day in the role:

Hours:	37	Primary work base:	One Angel Square, Northampton
Job family band:	WNC Band 05/WLSCP12	Worker type:	Part Flexible
Salary range:	£29,060	Budget responsibility:	N/A
People management responsibility:	0		

### Working conditions & how we work:

This role has been identified as a Field-Based 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.

