

Job Description



Job Title: Senior SEN Case officer	Service Area: Education: Learning, Inclusion and Achievement	
Directorate: Children and Young People Directorate	Post Number:	Evaluation Number: 6510
Grade: PO4	Date last updated: July 2022	
Accountable to: SEND Team Manager		

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

Overall Purpose of Job

1. As the Senior SEN Case Officer for children and young people 0-25 with additional and complex needs, the post holder will be responsible for the effective delivery of high quality, legally compliant Education, Health and Care Plans (EHCPs) and reviews which support children and young people with SEND to achieve positive outcomes under the Education Act 1996 and Children and Families Act 2014.
2. The post holder will be responsible for directly supporting a small complex caseload using their vast experience as a practitioner to work alongside children, families and partners to support children's journeys. This could be from the start of the statutory assessment process or beyond to securing long term educational and residential placements, support for phased transitions and preparation for adulthood until their EHCP ceases.
3. The post holder will also lead, motivate, and provide formal line management and supervision for a small team of up to three Assistant Case Officers to support effective administrative functions within their team.

4. They will lead on tribunal and complex cases and ensure robust compliance elements of the statutory process, advising the team and other professionals on specific cases and processes.
5. This post holder will also support the delivery of the multi-agency Quality Assurance Framework for EHCPs, advice and reviews ensuring that local practice is of a high standard.
6. On occasion the Senior SEN Case Officer will deputise for the SEN Team Manager at professional meetings.
7. The post holder will support the SEND Team Manager to ensure all phased transfer processes are completed within required timescales.

Key Tasks and Accountabilities

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

1. To support the Council's vision to enable every resident under 25 to be safe, happy and cared for, with positive activities to secure their long-term wellbeing.
2. To undertake EHC case work functions for a caseload of children and young people with SEN aged 0 to 25 who are under an EHC needs assessment or review of an EHCP. In particular, this will include:
 - Being a single point of regular and consistent contact for the child or young person and their parents/carers
 - Facilitating multi-agency meetings;
 - Co-ordinating all statutory documentation, data and finance around the child and young person in relation to their EHCP and the statutory processes;
 - Supporting all aspects of an EHCP; Annual Reviews, Phase Transfers and day to day problem solving
 - Providing information and signposting where necessary;
 - Providing emotional and practical support as required as part of a trusting relationship;
 - Enabling and empowering the child and young person and their families to make decisions and where appropriate to make effective use of a personal budget.
3. To engage and build respectful, transparent and effective relationships with children and young people with SEN, their families, education settings, and work across multiple agencies to ensure the needs of those with SEN are met, working with in a relational and restorative practice model.
4. To coordinate a person centred, outcome focused multi agency approach to the assessment, planning and support, ensuring that children, young people and parents are treated as equal partners in the assessment and planning process.
5. To use information technology databases to record assessment and plan coordination as set out within the team processes and use the Council's IT systems as required. To champion the use of technology (such as the case management system) to record, track and monitor our ways of working to both manage performance and inform business intelligence.
6. To ensure financial information is recorded clearly and monitored effectively with support of the assistant case officers and finance officers within the service.

7. To provide effective support for children and young people on their team's caseload where there are safeguarding concerns, including Children Missing Education (CME) and those at risk of CME, children looked after and those known to youth offending services working in partnership with multi-agency professionals.
8. To prepare and present information at the multi-agency SEN panel and on occasions deputise where appropriate for the SEND Team Manager to support multi-agency professionals to make informed decisions about the needs and provision required for each child or young person.
9. To manage requests for personal budgets, in respect of educational provision.
10. To facilitate the placement of children and young people in placements appropriate to their special educational needs, as set out in their Education, Health and Care plan.
11. To review the outcomes of Annual Review meetings and respond to changes requested to the EHCP in accordance with the decision of the SEN panel and liaise with partner services and schools as appropriate to implement them.
12. To attend targeted review or transition meetings, as required by the SEND Team Manager, both in and outside of the borough and consider the children and young people's development, aspirations, outcomes and planning required.
13. To share statutory (and other) decisions with parents, referrers, educational settings appropriately and in a timely manner.
14. To respond to complex enquiries or challenges in a professional and relational manner that supports resolution.
15. To assist the SEND Team Manager with the investigation and response to complaints.
16. To work with the disagreement resolution and mediation services to resolve disputes, with the support of the SEND Team Manager. To prepare information that may be required when the Council is challenged through the Special Educational Needs and Disability Tribunal, as requested by the SEND Team Manager.
17. To promote the Local Offer and SEN services and wider support available to children and families locally routinely in their practice and casework.
18. To on occasion attend conferences, exhibitions, open day events, parent's events and children and young people's forums out of hours when requested.
19. To undertake any special projects as identified and directed by the SEND Team Manager with a focus on Special Educational Needs and Disability or the service.
20. To contribute to the development of initiatives and partnerships that encourage children and young people to build strong links with their local community and support the growth of positive perceptions of young people.
21. To provide effective and efficient commissioning of suitable educational provision and school placement for children and young people with an EHCP, using the council consultation guidance and with a focus on accountability for outcomes.

22. To act as advocate for children and families with SEND working to tackle the discrimination and barriers they may face in accessing services in education and in the community.
23. Secure transition arrangements for children and young adults at all stages of development including early years, school and transition to employment.
24. Ensure that children and young adults secure the appropriate level of care and support to develop and deliver education, employment and social inclusion opportunities in the local community.
25. To generate work according to deadlines without direct instruction and to keep managers advised of delays or challenges.
26. To work flexibly in a rapidly changing environment to achieve stated objectives and to promote the service positively and enthusiastically.
27. To take part in appropriate staff development programmes as necessary, keeping up to date with local and national developments in education, legislation, policies and procedures relating to schools, data protection and freedom of information.
28. To be an effective team member through active participation at team and corporate meetings, sharing best practice and developing effective working relationships.
29. To implement Newham Council's equal opportunities policies fully, and to work actively to overcome and to prevent discrimination in any part of the project.
30. To ensure value for money is being achieved and maintain accurate records which enable accurate financial monitoring.
31. The post holder may be required to work evenings, weekends and occasional public holidays, in order to meet the requirements of the service.

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IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

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QUALIFICTIONS:

To hold a relevant qualification (e.g., teaching, social work, childcare, psychology).

Or

Considerable experience of working in an educational setting and / or an EHC Plan coordinator role.

Application Form/
Professional qualification
certificate

KNOWLEDGE & EXPERIENCE:

Substantial relevant experience of working in the service area / related profession field, with evidence of work responsibilities appropriate to the role and evidence of appropriate professional expertise.

Application Form/Interview/Test

Application Form/Interview/Test

<p>Knowledge of the Children and Families Act and SEND specialist work practices / professional guidelines / legislation and emerging developments within the service area.</p> <p>Knowledge and understanding of promoting independence, resilience and wellbeing for children, young adults and families.</p> <p>Experience and competency in undertaking assessments/contributing to assessments of children and young adults resulting in the planning, delivery and management of focussed interventions and plans.</p> <p>Knowledge and experience of contributing to the development of services, policies procedures and practices.</p> <p>Experience of supervising or line management of staff</p>	<p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p>
<p>SKILLS AND ABILITIES</p> <p>Excellent interpersonal skills. Proven ability to negotiate and persuade and build and maintain effective working relationships at all levels. Proven ability to communicate with, engage and influence children, young adults, carers, partners and stakeholders, in complex situations.</p> <p>Experience of supporting partnership working to deliver service provision to children and families.</p> <p>Good planning and organisational skills, with experience of working within general professional guidelines or organisational policy, to achieve service requirements.</p> <p>Proven initiative and judgement to identify and resolve problems</p> <p>Good ICT skills - both standard Microsoft applications and social care record and data systems.</p> <p>Good reporting and recording skills in accordance with expected statutory and internal processes.</p> <p>Proven ability to cope with conflicting and changing demands through good time management and the ability to work under pressure.</p> <p>Ability line manage and motivate teams to deliver to the agreed objectives and outcomes</p>	<p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview</p> <p>Application Form/Interview/Test</p>
<p>OTHER SPECIAL REQUIREMENTS</p> <p>This post is subject to an enhanced DBS check.</p> <p>Willingness and ability to work occasional evenings and weekends to maintain service delivery.</p> <p>Politically Restricted Posts</p> <p>The Local Government & Housing Act 1989 imposes restrictions on political activities for certain categories of local government employees. In accordance with this legislation, this post is</p>	<p>Satisfactory clearance at conditional offer stage</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>

politically restricted and as such the post holder must refrain from being a candidate for election, an election agent or sub agent, an officer of a political party, or subcommittee of such a party or canvass, speak to the public at large, publish written or artistic work or display posters in support of a political party or subgroup of such a party.	
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