

## Wirral Council: Job Role Descriptor

<b>Job Role:</b>	<b>SENDSTART Caseworker</b>
<b>Service:</b>	<b>Children's Services (SEND)</b>
<b>Reports to:</b>	<b>SEND Manager</b>
<b>No of Subordinates:</b>	<b>0</b>
<b>HR USE ONLY</b>	
<b>Job Role Ref</b>	<b>PC0233P</b>
<b>Job Family</b>	<b>People Care</b>
<b>Job Grade</b>	<b>PO8</b>

### JOB ROLE PURPOSE

To support the council to meet its statutory duties under part 3 of the Children & Families Act 2014 by overseeing and actively engaging in the development of high quality and timely education, health and care plans (EHCPs).

### KEY TASKS

1. Act as the main point of contact for parents/carers and young people wishing to engage in the education health care needs assessment process (EHCNA).
2. Ensure that education, health and care plans (EHCPs) are delivered within statutory timescales and are of high quality.
3. Coordinate the EHCNA for children and young people (0-25).
4. Ensure that the parents, children or young people (CYP) are included in the assessment process and their views are accurately recorded.
5. Work closely with families, schools and a range of service providers, including education, health, social care and voluntary sectors.
6. Ensure that the council complies with the statutory timetable for the completion of statutory assessments/reviews.
7. Prepare draft EHCPs.
8. Facilitate meaningful reviews of existing EHCPs.
9. Ensure that quality assurance processes are followed for EHCPs that result in EHCPs being of a high standard and reflective of the needs of the child or young person (CYP).
10. Ensure, through consultation, that suitable provision is identified to meet CYP's needs and accurate recording is kept.
11. Work in partnerships with locality schools to develop and maintain positive relationships.
12. Ensure that the council complies with the statutory timescales for the completion of statutory assessments/reviews.
13. Attend mediation sessions as and when required.
14. Prepare local authority statements and other relevant documentation required for the Special Educational Needs and Disability Tribunal (SENDIST).
15. Ensure that all cases are recorded appropriately within statutory timescales.
16. Provide responses to all communication in line with the council's communication policy.
17. Model best practice in accordance with part 3 of the Children and Families Act 2014 and the Special Educational Needs Code of Practice 2015.

## **KEY RESPONSIBILITIES**

### **People**

Support the council to ensure the efficient administration of the EHCP/annual review process.

Support the council to identify pupils whose needs may require specialist provision.

Act as main point of contact for parents/carers and young people wishing to engage in the EHCNA/annual review process

Network with a variety of services, agencies and providers, including parental support services, to gather information and support the family to make well informed choices.

Work with professionals to ensure their knowledge, experience, skills and relevant assessments inform the EHC plan.

### **Financial**

Make financial recommendations for the support identified within the EHCP, ensuring it meets the needs of the CYP whilst taking into account the most efficient use of the council's resources.

### **Strategic**

Provide regular feedback to colleagues within the SEND service to ensure service delivery is optimised. This can include feedback on the EHC needs assessment process and annual reviews.

Provide feedback that helps to develop SEND policy/procedure in the council.

### **Resources**

Maintain accurate electronic files and records.

Use IT and case management systems where appropriate.

Manage and maintain information, data and council records to ensure that client confidentiality is maintained in accordance with the Data Protection Act 1998/2018 and GDPR.

### **Planning and Organising**

Plan and organise own workload and manage conflicting priorities based on mitigating risk, statutory requirements and key performance targets.

Adapt a flexible approach ensuring the ability to adapt to changing priorities as required.

Plan own diary and work schedule taking responsibility for delivering tasks within timescales.

Work closely with schools and specialist services to ensure effective and timely delivery of the EHCP process.

Ensure the EHCP clearly details the CYP's needs, contains SMART targets with realistic and specific timescales in order to meet the CYP's identified outcomes.

#### **Decision Making**

All decision making to be supported by the EHCP locality coordinator/SEND manager.

#### **EXPERIENCE, QUALIFICATIONS, KNOWLEDGE AND SKILLS**

#### **Essential Criteria**

##### **Qualifications**

- Educated to degree standard.

##### **Knowledge & Skills**

- Detailed knowledge of part 3 Children & Families Act 2014, Special Educational Needs and Disabilities Code of Practice 2015 and subordinate legislation.
- Understanding of SEND issues as they affect parents, children, young people and educational settings.
- Good oral and written communication skills.
- Good interpersonal and negotiating skills.
- Good organisational skills.
- Good IT skills.
- Effective organisational and time management skills.

##### **Experience**

- Experience of working with CYP with special educational needs and disabilities.
- Experience of leading multiagency meetings.
- Experience of writing person centred plans and preparing reports.
- Experience of communicating using a variety of different methods including the use of non-verbal communication.
- Experience of partnership working.

#### **Desirable Criteria**

##### **Qualifications**

- Teaching and or SENCO qualifications or evidence of professional development in education, teaching and SEND.

##### **Knowledge & Skills**

- Good knowledge and understanding of the local authority's duties around SEND.
- Good knowledge and understanding of parents/children/young people's rights regarding SEND.
- Understanding of the role of other agencies (schools, health and social care) in meeting SEND.

- Good knowledge of the SENDIST Tribunal procedure.

### **Experience**

- Experience of working with a broad range of education, social care and health care professionals.

<b>ADDITIONAL WORK ELEMENTS</b>
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- Ability to work flexibly to meet requirements of the service.
- Ability to travel around the borough using public or private transport.

### **NOTE**

**The job role holder may be required to undertake other reasonable duties commensurate with the job role descriptor grade.**

This job role descriptor will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.

Elements of this job role descriptor and changes to it may be amended in light of organisational and service requirements.

Signed: Adrian Leach

Job Role: Head of SEND

Date: 15/05/24