Knowsley Council

Job description			
Job title	SEND Casework Assistant		
Grade	Grade G		
Directorate	Children and Young People		
Service/team	Education and Inclusion		
Accountable to	SEND Team Manager		
Responsible for	not applicable		
JE Reference		**Date Reviewed**	November 2026

Purpose of the Job

To contribute to the processing of statutory assessments and the production and annual review of EHC plans for children and young people in accordance with the Education Act 2002 and the Children and Families Act 2014.

To support the SEND Caseworkers in delivering statutory assessment processes to ensure that all children and young people in Knowsley with SEND make good progress and that available resources are used effectively and efficiently.

To contribute to the overall functioning of the SEND team and wider SEND implementation agenda.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1.To act as the first point of contact for any queries to the team and to provide accurate information to parents, settings and other agencies, as appropriate.

2. To support colleagues in the management of all statutory timelines and processes including statutory assessment, mediation processes and preparation and delivery of tribunals

3. Provide support for SEND case workers by delivering any outcome from meetings/panels including chasing up additional information where required and appropriate to the grading of the post

4. Preparing and distributing letters and other forms of communication with parents/settings and other agencies

5. Assisting in the maintaining of records and databases

6. Assisting with the collating/coordination of requests for data

7. Supporting the wider agenda of becoming paper free

8. To supply data collated from individual assessments in line with the processes established to inform the provision of planning processes

9. To offer a supportive function with finance and data tasks that cannot be delivered from centralised functions

10. To supply a supportive function with administrative tasks that cannot be delivered from centralised functions

11. To adjust and prioritise duties according to the shifting demands of the service in order to ensure a focus on priority activity

12. To support the annual review process in a co-coordinative roll, linking in with schools, parents and other organisations to ensure professional advice and reports are at hand for SEND case workers to create and amend EHCP's where necessary.

13. Any other duties as may be commensurate with the grading of the post as and when requires

14. A passion for continuous professional development and ambition to progress into a SEND case worker role.

As part of your role with the Council, you share a collective responsibility to support and champion children and young people who are cared for by the Council and young people who are care experienced. Children and young people tell us that including this in all job descriptions "is good" because they want all Council employees to understand how important it is to "treat children in care and care experienced young people as they would their own". We ask that you do this with the same commitment, care and ambition that any parent would, regardless of your job role or service area. Children and young people tell us that they want all Council employees to be "genuine", helping to create

a supportive environment, remaining alert to any worries and concerns, and ensuring that safeguarding is promoted and responded to appropriately.

Knowsley Better Together – Staff Qualities

Health and Safety

- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals at risk.

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use Policy, Data Protection Policy and GDPR.
- Protect the Council's information assets from unauthorised access, disclosure, modification, destruction or interference.
- Report actual or potential security incidents.