Knowsley Council

Job description			
Job title	SEND Caseworker		
Grade	Grade K		
Directorate	Children's Services		
Service/team	Education & Inclusion		
Accountable to	SEND Team Manager		
Responsible for	N/A		
JE Reference		**Date Reviewed**	

Purpose of the Job

To act as a SEND Case Worker, working closely with children, young people, parents and carers to offer high quality professional advice and support and to co-ordinate multi agency statutory assessments for children and young people identified as having special educational needs and/or disabilities.

To ensure effective service delivery and performance to meet relevant legislation, regulations and standards, Knowsley policies and procedures, good practice Guidelines and agreed performance targets.

To assist the SEND Team Manager and the Education and Inclusion senior management team in the delivery and monitoring of the Local Authorities statutory services and functions in relation to Special Educational Needs and Disability in accordance with the Education Act 2002 and the Children and Families Act 2014, from birth to age 25.

To complete statutory assessment processes, including the production of Education Health and Care Plans (EHCP) and ensure that Knowsley children and young people with SEND make good progress and available resources are used effectively and efficiently.

To support the SEND Team Manager and the Education and Inclusion senior management team in the monitoring of educational provision and practice for individual children and young people with a wide range of SEN and Disability needs.

Deputise for the SEND Team Manager in their absence.

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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.

- Take lead responsibility for an allocated caseload of children, young people and adults with SEND for whom the Local Authority is responsible.

- Attend planning meetings with schools, settings and colleges in order to ensure that children's and young people's special educational needs and or disabilities are appropriately identified, providing high quality advice and support to ensure the effective meeting and de-escalation of need.

- Co-ordinate statutory assessments for children and young people identified as having special educational needs and or disabilities, ensuring that assessment processes are timely and of high quality.

- Chair person-centred planning meetings, ensuring that statutory assessments are undertaken in partnership with children, young people and their parents.

- Write high-quality, person-centred education, health and care plans, ensuring that plans contain clear and measurable outcomes, a strong focus on independence and promote both preparations for adulthood and employability skills.

- Undertake effective planning with all appropriate services (e.g. health, children and adult social care, third sector, transport etc.) to ensure that the provision contained within a child or young person's Education, Health and Care plan, or wider support, is effectively and consistently delivered.

- Lead on the annual review process for an allocated caseload and ensure that education, health and care plans are amended as appropriate and within statutory timeframes.

- Ensure that all statutory amends are undertaken within statutory timeframes.

- Ensure that all schools, settings and colleges are aware of and implement Knowsley's graduated response for children and young people identified as having SEN and or disabilities.

- Participate in mediation services and ensure that the rationale for decision making is clear, transparent and shared with all parties.

- Prepare high quality tribunal cases, ensuring that all documents are prepared in line with Tribunal timeframes.

- Ensure that accurate electronic records are created on Liquid Logic, ensuring that all information stored on a child/young person is GDPR compliant.

- Ensure all records are up to date including demographic, case notes and all relevant forms and documents within the electronic recording system.

- Ensure all records are ceased when appropriate.

- Make recommendations about whether to issue a child or young person with an education, health and care plan and to ensure that the outcome of statutory assessments provide panel members with accurate information in order to make appropriate placement and funding decisions.

- Liaise with all appropriate services in order to ensure that young people make smooth transitions to adult health and care services.

- Contribute to the development of strong working partnerships and relationships aimed at inclusion and attainment of children and young people in Knowsley.

- Work closely with partner agencies to promote the achievement and positive life outcomes for Children Looked After.

- To demonstrate the highest professional standards, ensuring that the service has a strong, positive and credible reputation.

- To provide information to the SEND Team manager to respond to complaints within timescales ensuring that communication is clear, detailed and solution focussed.

- To contribute to the collation of information for Subject Access Requests.

- To undertake any other professional duties which fall within the remit of the post as identified by, and agreed with the SEND Team manager.

- Maintain confidentiality at all times in accordance with the procedures of the Freedom of Information Act and Data Protection Act 2018.

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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.