



# SEN Caseworker

Service	Reporting to	Location	Grade
SEN Team	SEN Manager	Unity House	2C

## About the role

- The role is about contributing towards the delivery of a high quality SEN service to the children and young people of Salford and their families.
- The role involves working with a fluctuating caseload across the Local Authority, managing the statutory Education, Health and Care Plan (EHCP) process for children and young people with special educational needs and disabilities (SEND) and working towards co-production of EHCPs with professionals and families.
- Being responsible for the administration of the procedures for the assessment, drafting and amending of EHCPs, and for the placement and review of children and young people (0-25) with SEND.
- Providing advice and support to schools and settings, governors, young people and parents / carers on matters relating to children and young people with SEND requiring an EHCP.
- To ensure that EHCPs clearly detail the needs of the child / young person, have clear actions and are outcome focussed with realistic timeframes. Liaise with schools, professionals, children / young people and parents / carers to compile EHCPs that are aspirational and outline the opportunities needed to achieve these aspirations and outcomes. Ensure that the voice of the child is clear throughout the plan, and that targets are clearly matched to need.
- To deal with correspondence and telephone queries concerning the statutory assessment, drafting of EHCPs, placements and review procedures for children / young people with SEND.
- Ensure that the process, from initial application to final EHCP, meets the statutory timescales, and that the council meets its statutory duties in relation to the Children and Families Act (2014), the SEND Code of Practice (2015) and the Equality Act (2010).
- To work with education providers and settings across the LA to secure suitable placements through negotiation and liaison with Headteachers, Officers both in the LA and other Local Authorities, and other appropriate agencies / providers.
- To maintain detailed and accurate records for each child / young person, ensuring records are co-ordinated and compiled using the appropriate database(s), and that these are up to date and all necessary correspondence is sent in a timely manner to schools / settings and parents / carers.
- To attend statutory review meetings and other multi-agency meetings relating to children and young people with SEND where necessary, give advice concerning SEN procedures, provide notes / minutes, take appropriate follow-up action and convey recommendations to

senior colleagues. Through the annual review process ensure that schools are held accountable for providing the support detailed within an EHCP.

## Key outcomes

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- You will help to ensure that every child / young person realises their right to achieve their potential and the best educational outcomes they can, and will be as well equipped for adult life as possible.
- You will help to ensure that every child / young person requiring the support and protection of an EHCP experiences a smooth journey from assessment to final plan within statutory timeframes.
- You will help to improve the educational outcomes for children and young people with EHCPs and SEND.
- By challenging schools and ensuring they are held to account you will help all children / young people access appropriate educational provision, in the most optimum environment for their needs.
- By working with professional colleagues across education, health and social care you will help ensure that advice is received from agencies in a timely manner to ensure all statutory deadlines are met, from initial assessment to annual reviews
- By working closely with parents and engaging in co-production of EHCPs you will improve the experience of children / young people and their families, and consequently increase their engagement with SEN services.
- By ensuring EHCPs are written in a timely manner with appropriate targets and outcomes, you will help children access educational settings within the LA can meet their needs, helping to reduce the number of children and young people who need to access educational provision outside of the LA.

## What we need from you

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- To model and demonstrate our values and behaviours.
- Proven technical skills and ability in the role with a record of accomplishment for delivering outcomes.
- Professional credibility through proven relevant experience.
- Ability to work both on own initiative and manage own workload, and also be part of a team.
- Excellent communication skills, to be able to work effectively with a wide variety of people, and the ability to build positive working relationships based on professionalism and challenge.

- Ability to be both flexible, but also to be able to prioritise and work to specific deadlines
- The ability to work collectively and collaboratively with colleagues within Peoples Directorate, with schools / settings, other agencies and professionals and the voluntary sector.
- Proven experience of working with children / young people with SEND and their families, possibly within an educational setting.
- Knowledge and understanding of the SEND code of practice and the underpinning values of the Children and Families Act (2014).
- Knowledge of the principles of EHCP assessment and processes and the ability to work in an outcome focused way.
- Knowledge of how different educational settings (early years settings / PVI's, primary and secondary schools and FE colleges) operate in relation to children and young people with SEND.
- Experience of being part of a multi-agency workforce, working collaboratively in an outcome focussed way.
- Experience of working with a variety of computer packages and databases.
- Commitment to continued professional development.

## What we can offer you

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Your ongoing professional development and success in your role is important to us, and that is why we provide a variety of learning and development opportunities. Within the sections below you will find development options tailored to you which will enable you to further develop your existing skills and learn new ones at a pace that suits you best. If you are joining us now, your development will form part of ongoing discussions with your manager. If you are an existing employee, you should use your Personal Development Reviews to discuss your development with your manager and create your development journey. It's important you also take full advantage of any informal learning available to you during the course of your work.

### Online learning

Develop your knowledge across a wide range of areas through our Me-Learning platform, with over 200 free courses to choose from. To have the best possible start and comply with current legislation, you must complete the following modules: Welcome to Salford, Health and Safety in the Office, GDPR, Equality Essentials, and Safeguarding Children and Adults. You may also benefit from a variety of courses in categories such as Business Skills, IT and Project Management which are available to learn at your own convenience and pace.

### Professional Development

Gain role specific skills and time to learn through a wide range of development opportunities. Learn whilst working and get support towards your qualification through an apprenticeship standard. Access professional development ranging from entry level to master's type qualifications, including achieving a role appropriate qualification. Details can be found on [the Institute of apprenticeships](https://www.instituteforapprenticeships.com/) website.

## A digital organisation

### Developing your digital skills

Our ambition is to provide our workforce with the right level of digital capabilities needed to be successful. Whatever your current digital abilities are, we can provide development ranging from essential workplace skills to specialist workplace skills. These will be delivered through our Digital Skills Academy using both self-directed and guided learning opportunities to enable you to develop. Additionally, you can access free online courses through the [iDea](#) website.

### Sharing your digital skills

Our goal is to support you to share your digital knowledge with other people. Our Digital Eagles programme has been designed to cover basic digital skills and build your confidence to assist others. By the end of this programme you will join hundreds of staff members who already are digital eagles, and be able to help colleagues, customers, residents, or people in your personal life with all things digital.

## Our organisation's values

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**We have four values: Pride, Passion, People, Personal responsibility.**

[Our four values](#) are central to the way we communicate about the council and the way in which we behave with colleagues, customers, and partners - so that we live and breathe our values each day.

## Our values



**Pride**

**Passion**

**People**

**Personal responsibility**

## Application guidance

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We are a values-based organisation so reflecting our values or a values-based approach in your evidence will support your application.

The different sections of this role profile are there to give you an understanding of the purpose of the role. The 'what we need from you' section outlines the minimum criteria you will need to meet within your application.

#HappytoTalkFlexible



Salford City Council

## Role details

Completed by:

Date:

Job code:

Job score:

Date of evaluation:

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