

Senior SEN caseworker

Service	Reporting to	Location	Grade
SEN team	SEN team manager	Burrows House	3C

About the role

- To provide management and professional support and supervision to SEN caseworkers by monitoring quality and ensuring compliance with the Children and Families Act 2014 and the SEND Code of Practice
- To sensitively work with parents, children & young people and professionals across a range of services on all matters relating to special educational needs for children and young people aged 0 -25 years to enable the development, implementation and review of high quality Education Health and Care Plans.
- To disseminate information to parents and professionals and provide training on statutory responsibilities of the SEN team.
- To support the Principal Managers in ensuring the SEN team fulfils the Council's statutory duties towards children and young people with Education Health and Care Plans.
- To contribute to the strategic development and leadership of the team, including development of processes and protocols
- To support and supervise SEN caseworkers by having regular casework planning meetings, one to one's attendance management, devising and delivering induction and supporting the training & development opportunities for the SEN team when required.
- To undertake complex casework and management of individual complex cases often outside of Salford, including attendance at meetings and reviews as appropriate.
- To quality assure Education Health and Care Plans and provide accountability for compliance with the SEN Code of Practice and legislation.
- To co-ordinate reviewing of key year groups, and annual review processes to meet statutory obligations.
- To attend, and chair Panels where statutory decisions are being made. To attend wider Panel meetings across the Local authority to provide specialist SEN advice and recommendations to support statutory decision making.
- To take responsibility for key aspects of service delivery and contributing to strategic development of key themes with the service. To be a main point of contact for specialist areas and be responsible for developing expertise in a specialist area

- To work collaboratively with a range of agencies and services to improve service delivery and to improve outcomes for children and young people.
- To deputise in the absence of the Principal Manager in the management and reporting of all activity across the SEN team.
- To undertake any other duties commensurate with the post agreed with Head of Service.
- To attend mediation meetings and make decisions on existing panel decisions.

Key outcomes

- Children and young people realise their right to achieve their potential and the best educational outcomes they can.
- Children and young people will be given opportunities for greater life chances
- Children and young people requiring the support and protection of an Education Health and Care Plan experience a smooth journey from assessment to final plan within statutory timeframes.
- Children and young people with Education Health and Care Plans will have improving outcomes across all areas of their development.
- Children and young people will access appropriate full- time educational provision in the best environment for meeting their needs.
- Children and young people will have accessible Education Health and Care Plans which are consistently of high quality with aspirational outcomes and realistic targets.
- Parents/carers and their children will have a positive experience of co-production and engagement with services.
- Children and young people will receive holistic, co-ordinated and timely assessments.
- Children and young people with Education Health and Care Plans will experience timely accurate reviews which lead to onward personalised planning which meets legislative requirements and entitlement.
- Salford City Council will receive value for money for any education placements commissioned from the independent sector and support best use of budgets / efficient use of resources.

What we need from you

- You will be an enthusiastic and resilient individual with good interpersonal and communication skills who will be able to build strong positive relationships with schools and education settings, parents/carers and colleagues as well as have the confidence to demonstrate assertiveness and challenge where needed.
- You will have negotiation skills to get the best for Salford's children and young people and you will always strive for continuous development and improvement of the quality of SEN services.
- You will demonstrate Leadership and staff management skills

- You will have the ability to be flexible and work under pressure with competing demands and priorities and have a good understanding of children's services and the pressures that schools and colleagues experience.
- You will have knowledge and understanding of the SEND code of practice and the underpinning values of the Children and Families Act 2014
- You will be experienced or enthusiastic about being part of a multi-agency workforce, working collaboratively in an outcome focussed way.
- You will have a strong sense of personal responsibility and a high level of integrity and are able to work effectively alone or as part of a team. Someone who has tenacity and does not give up will achieve in this role.
- You will need to be able to support accurate case recording systems, with attention to detail and ability to follow procedures.
- You will have the ability to generate creative solutions and demonstrate a methodical approach to problem solving by using the SEND Code of Practice and which improve outcomes for children and young people.
- You will have the ability to pro-actively co-ordinate information from a range of sources to make effective and timely decisions with conviction.
- You will have knowledge and a strong understanding of good quality special educational needs provision and how this is best delivered. You will always actively promote equality and diversity.
- You will be passionate about the needs and rights of children and young people with special educational needs and will always act to promote their voice.
- You may have experience in education, social care or the voluntary sector and with the ability to demonstrate technical expertise.

What we can offer you

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.org/) 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

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

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.

Role details

Completed by:

Date:

Job code:

Job score:

Date of evaluation: