LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation:	Senior SEN Casework Advisor		Grade:PO5
Reports to (Designation):	SEN Operational Manager	Grade:	PO7
Directorate:	CYP	Section:	CWCN

Main Purpose of the job:

- Operational development, supporting and monitoring the SEN services work with educational providers.
- Providing proactive support and training to staff to ensure effective assessment and planning of Education, Health and Care needs assessment and quality Education, Health and Care plans.
- Working with educational settings and relevant professionals to advise of appropriate educational strategies that would meet the outcomes for children and young people with Education, Health and Care plans.
- Working with parents/ carers and young people to provide advice, information and support regarding EHCP process
- Provide cover for the Operational SEN manager when required.
- Supervision and Induction of caseworkers

Summary of Responsibilities and Personal Duties:

1.1 To work with educational settings and professionals to promote the inclusion of pupils with special educational needs and disabilities with an EHCP

1.2 To work with educational settings and professionals to review their SEN strategies to meet the needs of pupils with an EHCP

1.3 To work with parents/ carers and young people to provide advice, information and support regarding EHCP process

1.4 Provide advice, guidance and support, ensuring that the SEN Team is responsive and customer orientated in meeting the needs of children with special needs and their families.

1.5 To support and train staff so that they have the required skills to undertake effective and efficient Education, Health and Care Needs Assessments and can write quality Education, Health and Care plans. Also to support SEN case workers to manage case work effectively.

1.6 To be able to undertake work at short notice on case work issues and make decisions.

1.7 To chair the SEN multi-agency advisory/decision making panels, determining statutory assessment, placement and provision for pupils with SEN

1.8 To work closely with Social Care, Lewisham PCT, CAMHS, Early Years, SEN Support Services and School Improvement Team to ensure joined up working and value for money for placement and provision for pupils.

1.9 To respond to enquiries about special educational needs and individual cases made by elected Councillors or MPs. Acting as a key point of contact for parents, schools, governors and voluntary agencies in all matters relating to the assessment, placement and provision for pupils with special educational needs.

1.10 To respond to complaints and breach investigations and act as a key point of contact for parents, young people, education setting and professionals.

1.11 To review and re-shape the service where appropriate to deliver improved outcomes including updating key documents such as policies and procedures and put in place new systems where needed.

1.12 To lead and undertake consultation to inform service development, ensure that consultation is fully accessible for all relevant stakeholders.

1.13 To ensure that disabled children, young people, their families are involved in the design and the delivery of the services.

1.14 To be creative and innovative at coming up with service improvements that will meet the needs of changing generations and statutory legislation.

1.15 To operate influentially within the services business and decision making infrastructure to achieve effective service change.

1.16 To be responsible for bringing together small project teams to solve problems with appropriate people and project manage the development of this team to create ideas and outcomes.

1.17 To be familiar with and keep up to date with national legislation & policy relating to disabled children and young people and their families.

1.18 To ensure that the equality implications are considered in all proposed service changes.

1.19 To follow departmental and statutory procedures regarding safeguarding of children and the care of Looked After Children.

1.20 To ensure that confidential and business-sensitive information is locked away each evening.

1.21 To work with a high level of autonomy and self-management, yet demonstrate an awareness of the service within the overall organisation.

1.22 To effectively organise, plan and deliver own tasks and workload effectively to meet agreed goals and timescales, in line with the service and corporate objectives.

1.23 To demonstrate good written and verbal communication skills.

1.24 To demonstrate effective networking skills in working with colleagues, providers and other statutory and voluntary agencies.

1.25 To be competent in the use of IT and data processing systems including Windows Word and Excel computer software packages.

1.26 To exchange, process and report information accurately, concisely and in a timely manner.

1.27 To attend meetings in relation to the service, representing the Council – internally and externally.

1.28 To attend training to improve performance and promote professional development as required by Service Manager.

1.29 To be responsible for established systems and processes and work with the manager to plan for phased transition.

Internal Contacts: These include, SEND Advisory Service, Social Care, Commissioning and Strategy, STEPS and Business Support.

External Contacts: This will include Health Service, Schools, Parent/ Carers, Mediation and Disagreement Service.

To carry out the duties of the post with due regard to the Council's Equal Opportunities Policy and core values.

All employees are required to participate in the Performance Evaluation Scheme (PES) and to undertake appropriate training and development identified to enhance their work.

All employees are required to comply with the Council's Health & Safety policies and procedures at all times, taking due care for themselves, colleagues and members of the public.

Assist in carrying out the Council's environmental policy within the day to day activities of the post.

Undertake other duties, commensurate with the grade, as may reasonably be required.

Consideration will be given to restructuring the duties of this post for a disabled postholder

THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET THE CHANGING NEEDS OF THE SERVICE.

Number of fully managed staff:

Title: None	Grade	No of posts

Number of partially managed staff:

Title:	Grade	No of posts
Senior SEN Case Worker	PO2	7

Equal Opportunities
Commitment to implement the Council's Equal Opportunities policies.

Awareness of Equal Opportunities issues.
S1

Knowledge
Extensive knowledge of current legislation, research, policies and guidance and its implications for Children and Young People with Special Educational Needs and Disabilities
S2

Extensive knowledge of SEN Law, SEND Code of Practice and policy, Home to School Transport SEN. **S3**

Extensive knowledge of the types of special needs and disabilities that effect children's education and an ability to develop this knowledge. **S4**

Extensive knowledge of the issues faced by children and young people with special educational needs and disabilities and their families**. S5**

Experience

Excellent experience of working under pressure to meet tight deadlines and competing demands **S6**

Experience of affectively developing and maintaining partnership working arrangements with other agencies developing mutual trust, while negotiating difficult joint agency outcomes and funding arrangements. **S7**

Experience of working in an education setting with professionals in relation to supporting children and young people with special educational needs and disabilities **S8**

Experience of working with children and young people with special educational needs and disabilities and their families **S9**

Experience of providing support, advice and guidance to education settings and families on how to meet the meet of children and young people with special educational needs and disabilities **S10**

Experience of developing and delivering training

Experience of promoting service improvement, including research, developing options, consultation and implementation of improvement for a service **S11**

General Education

Relevant Teachers Qualification or extensive relevant experience **S12**

DBS Disclosure Required? **No** [ ] **Basic** [ ] **Enhanced** [X]

(Tick as appropriate – guidance available from your HR Advisor)

Physical
Generally candidates must meet the standard Lewisham requirements for the post

If you are a disabled person, but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet requirements.