

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation: Senior SEN Caseworker Grade: P02

Reports to: SEN Assessment Manager

Directorate: Children and Young People Service Area: SEN Assessment Team

Main purpose of the job:

To manage activity in assessing and reviewing the special educational needs of Lewisham pupils including the shared supervision and development of SEN Caseworkers in the team.

To monitor the efficient use of resources in relation to pupils with statements of special educational need.

To ensure that all pupils with special educational needs are appropriately placed in accordance with panel decisions.

To ensure that every effort is made to reach agreement with parents and carers through the use of mediation and conflict resolution.

To carry out all duties under the direction of the team manager as informed by the assessment and placement panels.

Summary of responsibilities and personal duties:

Personal duties

1. To meet with parents, advocates and professional agencies at a range of locations to represent the LEA and to negotiate appropriate provision to meet children's needs.
2. To *work with parents in order discuss* the content of statements of special educational need, *encouraging, participation and engagement in processes*.
3. To share responsibility for the supervision and development of SEN Caseworkers as necessary, including carrying out regular PES reviews.
4. To brief the SEN assessment manager and panel members on proposed pupil placements, costs and travel assistance implications.
5. To *process applications for assisted transport and make arrangements and resolve any issues for pupils with special educational need*.
6. To issue revised drafts, final or revised final statements of special

educational needs following the decisions of the SEN panel.

7. To represent the LA at annual reviews as necessary, *and to contribute to the formal process by providing schools, parents and professionals with advice.*
8. To ensure that all reviews of statements are carried by schools annually and that the procedures adopted by schools are in line with Lewisham policy on SEN and meet statutory obligations.
9. To liaise with the admissions team to ensure that the SEN Team has access to up to date information about vacancies in schools and specialist units.
10. To liaise closely with the Education Welfare Service to ensure that it is aware of pupils with SEN who are out of school.
11. To secure appropriate placements for children with a statement of special educational need and those without statements requiring specialist provision so far as possible in line with parental preference.
12. In conjunction with SEN support services and Social Care and Health, to ensure that all pupils are kept safe and receive their full education entitlement.
13. To contribute to the establishment of joint protocols and effective relationships with key statutory and voluntary partners.
14. To cease statements in conjunction with SEN monitoring officer.
15. To liaise with the Connexions service to secure appropriately funded provision for those pupils continuing their education post 16.
16. To inform the SEN assessment manager and the SEN monitoring officer of any proposed changes to provision following an annual review.
17. To be part of a team of SEN officers and have responsibility for specific groups of pupils, manage a caseworker and be responsible for the development of their casework skills.
18. To represent the SEN service manager at meetings with partner agencies, schools, colleges and voluntary groups.
19. To assist in the assessment and carrying out of training and development needs of officers.
20. To undertake other duties consistent with the scope of the post and within the competence of the post-holder as required.
21. To work closely with parents/carers, social workers and other professionals in securing appropriate placements.
22. To manage the phase transfer of pupils with SEN and the onward transfer at the end of statutory education to other specialist services where necessary.

23. To present cases to the SEN placement panel and prepare cases for the SEN assessment panel and to implement the panels' decisions.
24. To contribute to the LEA's responses to tribunal appeals and complaints, including those from councillors, MPs and the Local Government Ombudsman, as well as parents and schools.
25. To maintain a working knowledge of relevant legislation, local and national policies and service priorities as they relate to children and young people with special educational needs.
26. To maintain files and information systems including maintenance of the SEN database and ensure information is updated and monitored.
27. To participate in the Performance Evaluation System (PES) and to undertake appropriate training and development.
28. To carry these duties with due regard to the Council's environmental policies.
29. To carry out these duties with due regard to the Council's Equal Opportunities Policy and priorities.

This revised job description is agreed by:

Signature of Post-holder: Signature of immediate Superior: Signature by

or on behalf of
Chief Officer:

Date:

LONDON BOROUGH OF LEWISHAM

PERSON SPECIFICATION

JOB TITLE: Senior SEN Caseworker **GRADE:** P02

DIRECTORATE: Children and Young People

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

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 the requirements.

CATEGORY	ESSENTIAL	REQUIREMENTS
----------	-----------	--------------

1. Job related knowledge/aptitude/skills

Knowledge:

Knowledge of Education and SEN law and processes.

Understanding of areas of SEN and ability to relate this to Lewisham's Equal Opportunities policies.

Knowledge and understanding of IT Systems using databases —Excel/Word.

Aptitude:

Ability to manage staff and to complete complex processes within set deadlines.

Ability to be able to work independently in managing a caseload and to take individual responsibility for work done.

Skills:

Communication and interpersonal skills to work effectively with parents, young people, schools and other professionals to negotiate difficult issues and comment decisions.

Drafting skills to prepare complex documents on the basis of professional reports and interpretation of law and local policy.

Advocacy skills to present complex cases and arguments to parents,

schools or third parties.

IT skills — word processing, use of databases etc.

To be able to update and retrieve information held on a database. Able to use the Internet/Intranet.

Able to work in time-pressured environments using complex systems.

Organisational skills — ability to work to tight deadlines and in complex situations

2. Circumstances:

Must be able to work within flexible hours to suit the needs of the service

Post not open to job share

3. Equal Opportunities

Understanding of equal opportunities issues as they may impact on the job **S**

Commitment to implement the Council Equal Opportunities Policies. **S.**

4. General Education

To be sufficiently literate to be able to write letters/draft statements that are grammatical and accurately spelt, GCSE Level English or above.

5. Personal Qualities

Ability to work under pressure and to seek support and advice when appropriate.