 WOKINGHAM BOROUGH COUNCIL	Job Description		Job Reference
Job Title	SEND Casework Practitioner		
Service	Children’s Services, Education and SEND	Team	Special Educational Needs and Disabilities Team
Location	Shute End/Hybrid		
Reports to	SEND Senior Case Manager		
Responsible for	N/A		
Grade	Type of position:		Date
8	Permanent Part Time		Sep 2024
<p>This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.</p>			
<u>Service Purpose</u>			
<p>The SEND Team ensures that Wokingham Borough Council fulfils its statutory duties in relation to legislation around the assessment of children and young people’s Special Educational Needs and Disabilities (SEND).</p> <p>The SEND team delivers new statutory assessments within the 20 week timeframe. It manages the annual review process and updates Education Health and Care Plans as required. The team monitors outcomes for children and young people with SEND who are in receipt of an Education, Health and Care Plan and support commissioned by WBC. They collect data related to the number and type of requests for Education Health and Care needs assessments and the type of provision required to meet the needs of children and young people with SEND to support WBC in their SEND sufficiency duties.</p>			
<u>Purpose of the role</u>			
<p>The role holder is responsible for development and maintenance of Education Health and Care Plans from initial application and assessment to the annual review process. The SEND Casework Practitioner will work with families of children with Special Educational Needs and Disabilities in a highly person-centred relational approach, and coordinate service provision across education, health and care to ensure holistic delivery of plans for individual child and family.</p> <p>To work collaboratively with families, schools and other key partners agencies for individual children and young people with SEND to ensure children and young people are educated and are in receipt of appropriate provision that is in line with their holistic needs. The role holder will work closely with and facilitate engagement with educational settings and relevant practitioners to support, advise and monitor the local offer and to work with schools on individual cases as needed. Plan production and the experience of families, carers, children and young people should be high quality. SEND Case Officers should take a reflective approach to their practice in order to drive improvement. The use of data and feedback by the role holder should also drive quality improvements. Role holders are part of a graduated response and continuum of need and should work with a team around the child approach. Timeliness of planning, quality of assessments and plans and impact of annual reviews will be important measures of success.</p>			

Main Accountabilities

The SEND Casework Practitioner is responsible for managing a case load of children and young people with SEND acting as a key point of contact. this includes engagement with families, children, young people, schools, colleges and other partners where a statutory assessment request has been made. Or responding to change in circumstances. The role holder should undertake their work with due regard to the equitable use of resources and to drive the sustainability of services financially, underpinning the improvement of the SEND Service through their individual practice and supporting the development of others.

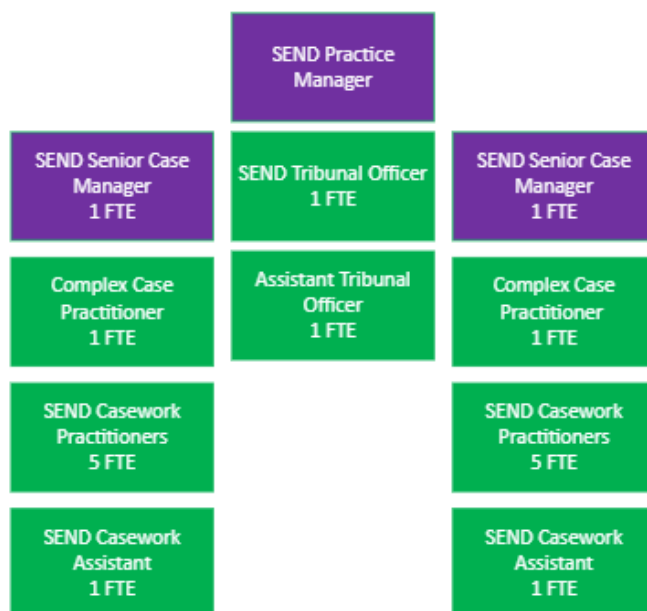
The role holder with prioritise the statutory processes for vulnerable children and young people with Education, Health and Care Plans, ensuring appropriate provision is identified without delays. They will contribute to the continuing improvement of the SEND Service for pupil and their families, promoting the Local Authority's values and working in collaboration with rest of the SEND Service. The role will include but not be limited to:

1	<p>Statutory processes:</p> <ul style="list-style-type: none">• Collating information, advice/ reports from families, settings and professionals about children and young people going through an Education, Health, and Care (EHC) needs assessment or where there is a request for a change in provision.• Submitting information, advice/reports to multi-professional SEND Decision Making panels or other relevant panels to enable decision making.• Combining the advice, reports and information gathered through assessment to create the initial EHC plan, where this is agreed, in collaboration with the family, child/ young person and professionals.• Communicating the decisions made at panels to families and professionals involved with the child/ young person. This includes supporting the young person and/or their family to understand the rationale for the decision and what happens next.• Attending Annual reviews and processing the documents in line with guidance local policy. <p>Providing information and guidance on the law, the process, and roles of individuals to ensure everyone knows what their responsibilities are.</p>
2	<p>Working with stakeholders:</p> <ul style="list-style-type: none">• Liaising with the Commissioning and finance teams to secure placements for children/young people where a change of placement is needed, including for Phase Transfer.• Liaising with families, professionals, and education/training providers about all aspects of the EHC needs assessment and EHC plan if agreed.• Dealing with any work that arises throughout the statutory processes and the life of the EHC plan, for example requesting updated advice from professionals.• Provide information and sign posting to further support where needed.
3	<p>Risk Management:</p> <ul style="list-style-type: none">• Identify opportunities and risks associated with the service and escalate / report to management.• Assess and manage risk associated with assigned cases/service delivery.• Contribute to the regular monitoring and review of services established to facilitate service improvement

	<ul style="list-style-type: none">• Provide specialist/professional advice and recommendations within defined policy and procedures to support informed decision making.
4	Case Management: <ul style="list-style-type: none">• Ensure individual care plans are implemented and the personal and health care needs of service users are met, working within guidelines and procedures, and record service user progress.• Support service users to access community opportunities and work directly with users, providing advice and support to facilitate independence.
5	Planning & Organising <ul style="list-style-type: none">• Plan, organise and supervise allocated activities within procedural and regulatory framework.• Undertake care planning and manage complex cases and / or take a lead on development and project work, assisting in development and improvement of services and practice in own area.
6	Finance/Resource Management <ul style="list-style-type: none">• Make effective use of resources and provide feedback on improvements to contribute to cost effectiveness• Make recommendations for the provision of services in line with the budget determined according to assessment of needs and advises less experienced staff on budget and costs of services.
7	Work with others: <ul style="list-style-type: none">• Support other team members and demonstrate understanding of others’ needs and views.• Liaise with carers, relatives, colleagues and other agencies to ensure good communication and service to users• Liaise, communicate and build relationships with other internal departments, partner organisations, agencies and/or contractors on operational issues to share knowledge or best practice and deliver service in partnership with service users and their families.
8	People Management <ul style="list-style-type: none">• Assist in the induction of new staff and by sharing expertise and knowledge within the team. May oversee and guide more junior staff.• Provide guidance and delegation of tasks to junior members of the team
9	High Support, High Challenge: To ensure that you bring forward your good ideas, to challenge areas where the Council can improve, and to contribute to the Council’s ongoing success
10	Health and Safety: Take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work; and co-operate with the Council to enable the Council to perform or comply with its duties under statutory health and safety provisions. Equal Opportunities: To take positive action to ensure a thorough understanding of and positive commitment to equality in both service delivery and employment practices.
Supervision Received	
SEND Senior Case Manager	
Supervision Given	
N/A	

Contacts & Working Relationships	SEND Team, Professional Services (such as educational psychologists), health and social care colleagues, educational settings, legal counsel, parents/carers, children and young people, elected members, DfE advisors, Ofsted.
Management of resources or budget	The post holder must be familiar with the use of public funds and the high needs block. Following processes and procedures as set out to request and or allocate funding such as personal education budgets and funding for school-based SEN provision.
Special Factors	Enhanced DBS required. Ability to travel to a variety of locations in borough to develop relations with educational settings and attend training to key stakeholders.

Organisation Chart



Person Specification

Focus on describing the qualifications, skills, knowledge and experience an individual will require to successfully undertake the role. These should be split between essential and desirable.

Qualifications	Essential	Desirable
Knowledge of legislation in relation to SEN i.e. Children's Act, Code of Practice, DDA, etc.	E	
Understanding of SEN legislation and procedures	E	
Educated to A level, HNC or equivalent, or able to evidence ability at an equivalent level	E	

Technical Skills.		Essential	Desirable
The ability to write detailed and complex reports independently utilising information provided by both internal and external colleagues		E	
The ability to manage and deal with casework of a complex nature managing multiple cases		E	
The ability to marshal detail and complex information and to present it clearly and succinctly		E	
Good IT skills, including word processing skills in Microsoft Office, and in database systems		E	
Knowledge		Essential	Desirable
Understanding of schools as learning environments and roles and responsibilities of a LA		E	
Thorough knowledge of SEN(D) Code of Practice and Children and Families Act – implementing SEND Reforms and good practice on inclusive education		E	
Experience		Essential	Desirable
Experience of IT software and pupil data tracking systems		E	
Experience of working with children and/or families with SEN. Experience of managing complex casework which includes a need for mediation or conflict resolution in an educational environment.		E	
Other		Essential	Desirable
Completed by:	Sam Philo	Date: September 2024	