

# Leeds City Council

## Job Description

### **CORE VALUES, AMBITIONS AND GOALS**

As a Council our Ambition is to be the best City Council in the UK

Our behaviours will be influenced by our values of;

- Working as a Team for Leeds
- Being Open, Honest & Trusted
- Working with Communities
- Treating People Fairly
- Spending Money Wisely

### **Children & Families Directorate**

#### **Our Vision**

We want Leeds to be a Child Friendly City and are committed to ensuring that children and young people;

- are safe from harm
- do well at school and are ready for work
- choose healthy lifestyles
- have fun growing up, and
- are active citizens who feel they have voice and influence

#### **Our goals**

We believe that every Children's Services employee can make a contribution to make our vision a reality and we encouraged everyone to work as part of the directorate team to shape children and family centred local services based on our priorities of ;

- helping young people to live in safe and supportive families
- ensuring that we protect the most vulnerable
- encouraging activity and healthy eating
- improving support where there are additional health needs
- promoting sexual health
- readiness for school
- improving behaviour, attendance and achievement
- reducing the numbers of young people who are not in employment, education or training
- providing opportunities for play, leisure, culture and sporting opportunities
- reducing youth crime and anti-social behaviour
- increasing participation, voice and influence

**We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We promote diversity and want a workforce that reflects the population of Leeds.**

<b>Directorate</b>	Children & Families
<b>Service Area</b>	Learning Inclusion (SENSAP)
<b>Job Title</b>	SEN Casework Support Officer
<b>Grade</b>	SO1
<b>Conditions Of service</b>	NJC
<b>Responsible To</b>	Statutory Assessment and Provision Lead
<b>Responsible For</b>	None

**Job Purpose:** As a SEN Casework Support Officer, you will support the fulfilment of the Local Authority's responsibilities in relation to Education, Health and Care (EHC) assessments, plans and reviews. You will act as a first point of response for stakeholders contacting the service and will provide accurate and timely information in relation to key aspects of casework. You will proactively monitor and maintain data systems and case files to ensure compliance with key local and national policy.

Key responsibilities include supporting the EHC needs assessment and review processes for children and young people across the city. You will be expected to write and amend EHC plans and support in the completion of statutory timescales and deadlines.

**Special Conditions** this post is subject to a higher level check with the Disclosure & Barring Service. Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence.

#### **Responsibilities:**

Support SEN Casework Officers in the fulfilment of the council's statutory responsibilities relating to Education, Health & Care (EHC) assessment, plans and reviews.

Work flexibly within the service to provide support where it is needed in line with key priorities and pressures.

Look for and discuss solutions with families and young people.

Work to ensure that children and young people with SEND have a voice and are enabled to positively influence their assessments, provision and learning outcomes.

Support parents/carers and children and young people with SEND fully understand their rights, and are empowered to express their views regarding the education of their children.

Write and amend EHC plans in line with the SEND Regulations 2014 and SEND Code of Practice 2015, and in keeping with local and national standards.

Support with the overall improvement of the quality of EHC plans, ensuring compliance with locally agree quality assurance protocols.

Support the completion of key national deadlines such as transfers of children and young people between phases of their education.

Support parents/carers and children and young people in the identification and analysis of appropriate educational placements in line with their rights under the Children and Families Act 2014.

To provide advice and information to families in relation to transport for children and young people with SEND in line with local policy.

Collaborate with officers and other services in relation to the Funding For Inclusion (FFI) framework, securing additional funding for eligible children and young people where this is needed.

Support colleagues in the preparation of responses to First-Tier Tribunal, formal complaints, leadership or member enquiries and other situations where parents/carers may be taking legal action against the authority.

Assist in the upkeep of individual children and young people's records and data systems, and to provide data and information to support core work of the service as required.

Maintain the highest personal standards through participating in continuing professional development.

Undertake reviews of your performance against set outcomes.

Undertake other duties as may be required from time to time by the senior leadership team.

Comply with the requirements of all Leeds City Council policies, procedures and staff instructions, including responsibilities under the Health and Safety Policy and Procedures.

Actively promote and support Leeds City Council's Policies on Equal Opportunities and to work in an anti-oppressive manner

### **Qualifications**

The post holder should have a relevant Level 4 /or equivalent relevant qualification such as social work, youth work, education welfare or teaching/careers or a proven track record in a similar post.

## **PERSONAL SPECIFICATION**

**ESSENTIAL REQUIREMENTS:** It is essential that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements

Method of Assessment will be through one or more of the following Application Form, Test, Interview, and Certificate

### **Skills Required**

Ability to analyse and interpret multi agency professional reports, and summarise and consolidate these in a logical clear and concise way.

Ability to manage self and resources, to work independently and manage time effectively.

Ability to work restoratively and to use reflective learning to continually improve practice and knowledge.

Deliver sensitive messages in a constructive way. Present feedback with sensitivity, honesty, and clarity. Deal effectively with conflict.

Maintain the highest levels of mediation, negotiation, communication, and interpersonal skills ensuring professional standards in managing and responding to complex issues are maintained.

Use ICT and technology effectively.

Able to work flexibly across different work locations and areas as appropriate.

### **Knowledge Required**

A basic understanding of the SEND Code of Practice 2015 and associated legislation

### **Behavioural & other Characteristics required**

Resilience, self-confidence, and the ability to reflect on practice.

Committed to continuous improvement.

Ability to understand and observe the Council's Equal Opportunities Policy.

To carry out all duties having regard to an employee's responsibility under the Council's Health & Safety Policies.

Willingness to actively participate in training and development activities to ensure up to date knowledge, skills and continuous professional development.

**DESIRABLE REQUIREMENTS:** It is desirable that the candidate should be able to demonstrate the following criteria for the post within the context of the specific role. Candidates are not required to meet all the Desirable requirements however these may be used to distinguish between acceptable candidates.

Method of Assessment will be through one or more of the following Application Form, Test, Interview, and Certificate

### **Skills Required**

Ability to manage incremental and fundamental change effectively. To respond flexibly to new ideas and promote change as a natural process within the LA and the wider social context.

### **Knowledge Required**

Good knowledge of the legislation applying to SEND. In particular, the Children and Families Act 2014 and associated legislation.

Working knowledge of other wider legislation relating to education of children and young people with SEND e.g. exclusions, attendance and admissions.

Up to date knowledge of Preparing For Adulthood agenda.

Knowledge and understanding of the Leeds SEND systems, processes and protocols.

### **Experience Required**

Relevant experience in a similar post.

Relevant experience in an educational establishment (school, alternative provision, training provider, etc.)

Relevant experience in non-educational settings or through qualifications e.g. counselling, conflict resolution, project management.

### **Job Description Content Prepared / Reviewed by:**

Name: Ben Allchin

Designation: Statutory Assessment & Provision Lead

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**Confirmation of Job Evaluation Undertaken**

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