

ISLE OF WIGHT COUNCIL JOB DESCRIPTION



Identifying Facts

Title of Post: SEND Casework Assistant

Service Area: Children's Services

Post No:

Section: SEN Assessment & Review Team

Date: March 2018

Responsible to: Senior Special Needs Officer

JOB PURPOSE:

The SEND Casework Assistant will work alongside the SEND Casework Officers in preparation, planning and overseeing the implementation of children/young people's EHCPs on a daily basis. The role will be to proactively assist the Casework Officers with frontline support, with Casework Officers retaining overall responsibility for each case.

The SEND Casework Assistant will work under the guidance and direction of Casework Officers and in line with agreed departmental standards and procedures. Supervision and line management will be provided by the Senior Special Needs Officer.

MAJOR TASKS:

- 1) Promote equality as an integral part of a role and treat everyone with fairness and dignity.
- 2) To develop and maintain a generic skill set that allows the Isle of Wight Council to employ your skills, abilities and experience across the Council and its formal partnerships as needed.
- 3) To provide a range of effective support functions to SEND Casework Officers and gather and record information to support SEND Casework Officers in their role.
- 4) To complete work within specified time deadlines to ensure statutory requirements are met, where appropriate.
- 5) To organise meetings as required.
- 6) To undertake such other tasks as are consistent with this job description as required.
- 7) To support settings and SENCOs to maintain a high standard of intervention to meet a child/young person's needs as stated in their EHCP.

SPECIFIC TASKS:

Caseload Management

- Take responsibility, prioritise and be pro-active in dealing with enquiries.
- Make, take and respond to telephone calls from parents/carers and professionals.
- Be responsible for liaising with the SEN Admin Team to ensure accurate EMS records are kept including address changes, involvements etc.
- Take minutes of meetings where necessary.
- Track caseloads and ensure data quality.
- Be responsible for updating key partner agencies to any changes to key information regarding individual cases as per good practice guidance.
- Ensure compliance with Data Protection Policies.

Finance / Transport

- Anticipate and organise the booking of transport for the Casework Officer

Generic quality statement: The Isle of Wight Council expects that its staff will adhere to its policies and procedures. All members of staff are expected to be familiar with procedures and undertake appropriate activities to support their learning and development.

Safeguarding - The Isle of Wight Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and operates stringent safer recruitment practices.

Diversity and Equality - All employees are expected to treat others with dignity and respect.

Health and Safety - The Isle of Wight Council has a duty to protect employees and all employees have a duty to protect themselves and others from harm as far as is reasonably practicable.

Data Protection and ICT Security – All employees are required to ensure that any information or data collected or input in to a council system complies with the standards set out and any associated processes that are specific to an area of work.

This job description is correct as at the date given above. In consultation with the postholder it is liable to variation by management to reflect or anticipate changes to the job. As a term of employment the postholder may be required to undertake other duties in this post or, following consultation, any other post in any of the Isle of Wight Council's Directorates.