

Title ICDS Case Worker	Department Children, Families and Cultural Services Integrated Children's Disability Service (ICDS) – Assessment Team	Post Ref.
Job Purpose To be the lead officer for a designated number of complex SEND cases including: <ol style="list-style-type: none"> 1. To manage, facilitate and co-ordinate statutory Education, Health and Care (EHC) assessments and Short Break assessments for children and young people with SEND, 0-25 years old. 2. To draft statutory Education Health and Care Plans (EHCP) for children and young people with special educational needs 3. To facilitate and co-coordinate the statutory annual review process for EHCP's and Short Breaks where it is deemed necessary 4. To ensure that children and young people have appropriate support, resources and placements in schools or other educational and short break settings, to enable them to achieve positive learning and identified developmental outcomes. 5. To engage in partnership working in order to find ways of meeting the needs of children and young people with SEND in a creative outcome focused way. 		
Key Responsibilities <ol style="list-style-type: none"> 1. To manage a defined caseload of EHC and Short Break assessments, facilitating and coordinating the EHC assessment process for children and young people (0-25-year olds) within statutory timescales; including where appropriate, the planning for a young person's transition to adult life. This may include complex cases where there are profound and multiple disabilities or where children are subject to child protection proceedings or are looked after by the local authority. 2. To work in partnership with children, young people, families and professional agencies from education, health, social care and the third sector, to construct, draft and write final needs led EHCP's, to achieve stated objectives, outcomes and aspirations. 	Key Accountabilities <ol style="list-style-type: none"> 1. Ensure that the services in place are meeting the child, young person or young adults identified outcomes. 2. Alert management of issues that could impact on service or personal performance. 3. Ensure that processes are carried out within statutory timelines and guidance. 4. Ensure that the service operates in relation to all relevant County Council policies and procedures. 5. Use resources efficiently and equitably 6. Progress safeguarding concerns in line with policy and procedure 	

<ul style="list-style-type: none"> 3. As part of the review process, agree amendments to plans against evidenced changes and, where indicated, identify if a plan should be discontinued. 4. Ensure assessments, provision and documentation adheres to the principle and statutory processes under the Children's Act 2004, Education Act 1996, Children and Family Act 2014, SEN Code of Practice 2015, and Equality Act 2010, ensuring that the local authority's statutory responsibilities and duties are met. 5. Work in partnership with parents and ensure that children, young people and their families are fully involved in the assessment and decision-making process and ensure that information, advice and support on EHCP and short break procedures, assessments and provisions is available. 6. Undertake on-going coordination, monitoring and review of EHCP'S and Short Break plans to ensure that the appropriate level of support is in place and that appropriate progress is being made towards achieving the outcomes specified in the plan 7. Chair and attend identified meetings as required such as Annual Reviews, Placement at Risk Meetings, Next Steps Meetings, and multi-agency meetings. This may include challenging organisations and senior staff in school, health and social care settings about the provision and quality of services. 8. Engage in partnership working to find ways of meeting the needs of children and young people in a creative, outcome focused way whilst ensuring the principles of value for money. 	<ul style="list-style-type: none"> 7. Ensure that preparing for adulthood targets are highlighted and implemented at all appropriate stages. 8. Ensure that service and departmental standards around record keeping and recording are always adhered to .
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<p>9. Remain well informed and knowledgeable regarding services available on the Local Offer to support families to make informed decisions.</p> <p>10. Liaise with short break and educational settings, training providers and other health and care providers to ensure the appropriate support and provision is in place and monitored for children and young people with complex needs.</p> <p>11. Ensure all records, reports and computer systems are maintained and updated in line with NCC's policies, procedures, and performance standards.</p> <p>12. To manage the child's, young person's and family's expectations of service provision, mediating problems and issues as they arise.</p>	
The post holder will perform any duty or task that is appropriate for the role described	

Person Specification

<i>Education and Knowledge</i>	<i>Personal skills and general competencies</i>
<p>Educated to a level 5 or above qualification in a Children's Services or Adult related area</p> <ol style="list-style-type: none"> 1. Good working and extensive knowledge of a wide range of SEND 2. Working knowledge and understanding of the Children and Families Act 2014, SEND Regulations 2015 and SEND Code of Practice 2014 3. Knowledge of other related legislation including: <ul style="list-style-type: none"> • Legislation governing Adult Social Care, the Children's Act 1989&2004 and safeguarding processes. • Education Act 1996 	<ol style="list-style-type: none"> 1. A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff 2. The ability to work in an organised way and within set timescales. 3. Ability to build positive relationships and work collaboratively with parents, carers, children, young people and multi-agency professionals 4. Ability to use negotiation and conflict resolution skills successfully

Tier 7 – Experienced / Professional Staff

<ul style="list-style-type: none"> • School admissions code 2014 • Equality Act 2010 • Care Act 2014 • Mental Capacity Act 2005 <ol style="list-style-type: none"> 4. Hold, or be prepared to work towards, the SEND Case Award (National Association of Special Educational Needs) or an equivalent SEND qualification 5. Understanding of and commitment to person centred approaches, personalisation and the principles of key working 6. Knowledge of the pathways through the education system for children and young people with SEND and a good understanding of preparation for adulthood 	<ol style="list-style-type: none"> 5. Good communication skills - being able to convey clear, concise written and verbal information 6. Ability to hold a large complex case load and the ability to prioritise 7. This area of work can be emotionally demanding, and the post holder will need resilience to deliver justifiable decisions to parents, schools and colleagues which may not meet their expectations.
<p><i>Experience</i></p> <ol style="list-style-type: none"> 1. Minimum three years' experience in SEN and disability, either in education, social care or health 2. Extensive experience of working with parents and families 3. Extensive experience of multi-agency working, including chairing and leading multi-agency meetings 4. Demonstrable experience of analysing information accurately to pull out key areas of need and strengths. 5. Ability to use information in order to draft EHC Plans which may be challenged within the court (First Tier Tribunal) arena 	
<p><i>Role Dimensions</i></p>	

The post holder will need to work County Wide, under pressure managing conflicting priorities within tight timescales and speedily making decisions on complex and challenging cases.

Please attach a structure chart

Date 3/1/18

Tier 7 – Experienced / Professional Staff