

Job Description		
Title ICDS Senior Caseworker	Service Group Children, Families and Cultural Services Integrated Children's Disability Service (ICDS)- Assessment Team	Post Ref
Job Purpose To have operational responsibility and line management of complex send case work to ensure that those children and young people with complex SEND have appropriate educational placements secured that enable them to meet their educational outcomes, prepares them for adulthood and that meet the local authorities statutory duty.		
Key Responsibilities <ol style="list-style-type: none"> 1. Responsible for the line management of ICDS case workers, duty officers and service organisers, ensuring service standards, performance outcomes and statutory requirements are met 2. Responsible for ensuring high profile cases have a dynamic Education Health and Care Plans (EHCP) that accurately represents the child or young person and their needs. 3. To hold a small case load of complex cases 4. Responsible for decision making at the point of Duty and ensuring that all communication and contact with young people, parents and schools is timely, supportive, and constructive, so that confidence in the service is maintained and improved 		Key Accountabilities <ol style="list-style-type: none"> 1. Specified service targets within agreed resources. 2. Effective supervision of staff to secure high levels of performance. 3. Effective control of resource allocation. 4. Alert the Team Manager of issues that could affect performance. 5. To ensure that processes are carried out within statutory timelines and guidance. 6. Responsibility for the quality of work undertaken by ICDS Caseworkers. 7. To ensure that changes in legislation are interpreted and implemented effectively into policy and practice within

5. Accurately record, input and maintain case records as per service standards.
6. To prepare the local authority's statement of case and take the lead on and represent the local authority at SEN Medication and First Tier Tribunals.
7. To be the link officer for up to 10 independent non maintained schools and maintained special schools, ensuring that Head Teachers and SENco's discharge their statutory duties in respect of children and young people with an EHCP
8. To lead and facilitate annual reviews for all children and young people who have the status of EOTAS, EHE or who are being educated in a Non-Section 41 school.
9. Ensure that EHCP and short breaks annual reviews are undertaken in an efficient and timely manner, making appropriate decisions for children, young people and young adults with complex Special Educational Needs and Disabilities.
10. To support case workers at complex multi-agency meetings as necessary and undertake strategic review meetings of education placements in maintained and independent non-maintained special schools and other educational settings.
11. To ensure the consistent application of operational practice and policy through termly school monitoring meetings, EHCP and short break annual reviews and placement at risk meetings.
12. To support the continual improvement cycle by quality assuring

Nottinghamshire.

8. To ensure continuity of service in the absence of the Assessment Manager

the work of the ICDS Caseworkers and undertaking case audits as part of the department Quality Assurance Framework

13. Alert the Assessment Manager to any safeguarding concerns and ensure that case workers are compliant with good practise.
14. To be the link officer with Social Work Practice Consultants and Team Managers for cases where there are safeguarding concerns and/or parenting issues and where there is a potential for an educational placement break down and the need for a jointly commissioned residential /educational placement.
15. To ensure that case workers are up to date with mandatory training and to raise any performance issues with staff as appropriate and agree a plan of action to support their development.
16. To contribute to the financial management of the school's High Needs Budget through preparing cases for the Specialist Provision Panel, ensuring that all relevant avenues of support and provision have been explored before requesting costly placements.
17. Strategic responsibility for overseeing secondary transfers of young people in designated Local Authority and Independent Special Schools.
18. To support the Assessment Manager and Team Manager in ensuring the service meets performance standards and that

national indicators are achieved.

19. To deputies for the Assessment Manager and attend and represent the service at events and meetings as necessary

20. To verify and approve EHC Plans, ensuring that decisions are legal and made in accordance with available resources to ensure that they provide value for money and quality.

21. To ensure that plans and interventions support young people to prepare for adulthood. Working in partnership with other agencies and services as appropriate, including working alongside colleagues in adult services to ensure that wherever possible systems and processes align in a way that supports the positive transition of young people with Special Educational Needs and Disability into adult services.

The post holder will perform any duty or task that is appropriate for the role described

Person Specification

Education and Knowledge

1. Educated to a level 6 or above qualification in a Children's Services or Adult related area
2. Excellent knowledge and understanding of complex case management
3. Knowledge and understanding of SEND education and its management across a range of educational settings and providers.

Personal skills and general competencies

1. Sets an excellent example of customer care for other staff.
2. Effectively sets direction for a team providing motivation for all to deliver high performance.
3. Anticipates customer needs to provide excellent service

4. Knowledge of the barriers facing children and young people with SEND and the challenge of inclusion
5. Working knowledge and application of the Children and Families Act 2014, SEND Regulations 2015 and SEND Code of Practice 2014
6. Knowledge of other related legislation including:
 - Legislation governing Adult Social Care, the Children’s Act 1989&2004 and safeguarding processes.
 - Education Act 1996
 - School admissions code 2014
 - Equality Act 2010
 - Care Act 2014
 - Mental Capacity Act 2005
7. Knowledge of the Nottinghamshire graduated approach funding system and Decision Support Tool (DST)

Experience

1. Minimum of 4 years’ experience within the service area.
2. Experience of supporting EHC case workers with complex cases

continually striving to improve efficiency and effectiveness.

4. Sets challenging targets for performance for the team as well as delivering a high degree of personal effectiveness.
5. Ensures the Council’s policies for fairness and respect are delivered including setting high personal standards.
6. Takes an active role in managing risk, health and safety and safeguarding issues.
7. Able to empower staff to develop ideas for increasing efficiency, managing the team to be ambitious but realistic in achieving the highest possible performance levels.
8. Ability to identify issues that could impact on service delivery and develop a number of options to mitigate these issues.
9. Able to ensure that staff are deployed as efficiently and effectively as possible, in line with customers’ needs, changing priorities, national changes and performance levels.
10. Excellent written and verbal skills and the ability to present complex information in an appropriate format to a variety of audiences.
11. Ability to challenge in a positive professional way including in a court arena.

by offering managerial guidance and or direction

3. Extensive experience of working with children, young people and families who present with highly complex SEN and disability, offering creative, pragmatic and workable solutions
4. Experience of working with children, young people or adults and their families in a safeguarding capacity
- 1
5. Experience of solution focused planning in order to resolve complex case work issues e.g. Placement at Risk resolution
6. Experience of performance management of staff under his or her line management
7. Experience of preparing for and attending SEN and Disability Tribunals/Mediation meetings.
8. Experience of working in a multi-agency environment and partnership working.
9. Experience of promoting equality and diversity.

Role Dimensions

1. Providing line management to 5 or more FTE ICDS Caseworkers, Disability Duty Officers & Service Organisers
2. To take the lead on and represent the Local Authority on complex cases and tribunal and mediation work, making the best use of L.A funding & resources.

3. To work in close partnership with health and social care colleagues to promote better partnership working.
4. To provide in-service training to the team and other professional colleagues to promote and progress better integrated working
5. To hold and case manage a number of highly complex SEND cases including those where there are safeguarding concerns or who are not accessing their education
6. To be the link with a range of specialist education providers and agencies

Date: 31st July 2018