



Job Profile

Role Profile

Job Title: SEND Casework Administrator

Directorate: All Age Disability (0-25) Service

Service: SEND Casework Team

Salary Grade: Scale 3

Reporting to: SEND Senior Casework Officer

Working hours: 35 hours a week.

Please note: You may at times be required to work outside of core office hours to fulfil the responsibilities of this role.

Location: County Hall, Worcester, Worcestershire.

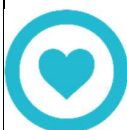
About Worcestershire Children First

Worcestershire Children First delivers children's social care, education, early help, and fostering services across the County. The company is 100% owned by Worcestershire County Council.

Our Vision is for Worcestershire to be a wonderful place for all children and young people to grow up.

Our Mission is to support children and young people to be happy, healthy, and safe.

Our Values:



Children at our heart

We will keep children and young people at the heart of everything we do.



Value family life

We will support and empower parents to care for their own children well.



Good education for all

We will value education as the best start in life for all children.



Protection from harm

We will act in a timely and professional way to protect children from harm.

About our SEND Casework Team

The SEND Casework Team support over 4,000 children and young people, with special educational needs and/or disabilities, to achieve good educational outcomes. The role involves liaising with families, and other professionals, to coordinate, create, implement, monitor, and amend Education, Health, and Care Plans.

The EHCP process is carried out in-line with the Children and Families Act 2014 and SEND Code of Practice 2014.

SEND Casework Administrators are responsible for undertaking administrative duties to support the SEND Casework Team. These duties include tasks related to the Education, Health, and Care Plan pathway, which require a great deal of sensitivity and confidentiality. Part of the role includes monitoring and maintaining the information database (ONE), supporting the Caseworkers to meet statutory deadlines, and maintaining strong relationships with parents/carers, educational settings, and other professionals.

Further useful information:

Our Vision for children and young people with SEND:

In Worcestershire we want all children and young people with special educational needs and / or disabilities to be truly seen and respected as individuals and to be the best they can be.

To deliver our 2021-2025 SEND Strategy: currently being redrafted for 2022-2027.

Worcestershire Children First have embarked on a transformation journey, following our Ofsted Inspection in 2018 and revisit November 2021, to best meet the needs of children and young people with SEND.

Worcestershire Children First's commitment to staff

- Flexible & agile working approaches
- Regular 1-1s and supervision
- A flexible benefit offer which includes mental health support, physiotherapy, gym membership and annual flu vaccinations.
- Wellbeing offer which includes wellbeing days, champions, and mental health first aiders.
- Support with career progression through training opportunities.
- Regular work updates: how your contribution is support children and young people across the County.
- Solution focused team working to deliver shared goals.

Author: N Shergill - 2022