



Job Description

Responsibilities, duties, and tasks

- 1) To undertake tasks associated with the EHC assessment, EHC Planning, EHC Annual Review and Phase transfer processes, as determined by the Senior SEND Caseworker, SEND Team Manager or SEND Group Manager.
Tasks include:
 - Drafting and sending letters/zip files/consults/funding information and other documentation to relevant parties.
 - Chasing responses and outstanding documentation to ensure statutory deadlines are met.
 - Collating professional reports and documentation.
 - Receiving and reviewing annual review submissions from providers and escalating as required.
 - Updating EHCPs following tribunal rulings, proof reading and paying attention to detail, ensuring any amendments are made within statutory timescales.
 - Management of the team in boxes, mail and telephone contacts.
 - First point of contact for professionals and families.
- 2) To undertake administrative support to all officers in the Team to which the post is assigned and occasionally to officers in other teams according to the decision of the SEND Manager.
Tasks include:
 - Responding to online and telephone queries from parents/carers, educational settings, WCF staff, and other professionals.
 - Supporting formal and recurrent meetings, booking meeting rooms, preparing the agenda, relevant documentation, and minute taking where required.
 - Monitoring systems, to ensure responses are sent in a timely manner and statutory deadlines are met.
 - Overseeing the administrative processes of the annual review system ensuring statutory deadlines are met within their allocated area of work and ensuring data is accurate and up to date.
- 3) To Support Casework Officers to ensure data systems and case files are up-to-date and accurate, and to maintain accurate financial and other information pertinent to each child's EHCP.
- 4) To ensure that accurate records and financial information is recorded on the SEND data system.
- 5) To maintain professional, clear and accurate contact with the wide range of partners involved in a child's case, including parents and staff from other agencies.
- 6) To maintain clear file records of discussions and agreements with schools, parents/carers, officers and other professionals.
- 7) To ensure the welfare of children and young people, adhering to the Worcestershire County Council safeguarding policy.
- 8) To have a sense of awareness with regard to SEND issues within local and national contexts.
- 9) To keep up-to-date with continued professional development.

10) To undertake other any other reasonable duties within the overall function commensurate with the grading and level of responsibility of the post.

Notes

- Work in Regulated Activity and in accordance with the Rehabilitation of Offenders Act (Exceptions Order) as amended and the Safeguarding Vulnerable Groups Act 2006, to be registered with the Independent Safeguarding Authority (ISA) and to have a relevant enhanced level Criminal Records Bureau (CRB) Disclosure certificate.
- Undertake work which is concerned with the establishment or operation of a database or work that may require access to a database under Section 12 of the Children's Act 2004 and which is of such a kind as to enable the postholder to have access to information included in the database.
- The Council reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- Reasonable adjustments will be considered as required by the Disability Discrimination Act.
- The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equal Opportunities Policy.

Author: N Shergill - 2022