

|  |
| --- |
| **Job Title:**  SEND Case Worker **Reports to:** Senior SEND Case Worker**Base**: Cross College  |
| **Hours:** 37 hours per week, 52 weeks a year**Contract Type:** Support**Holidays:** 20 Days subject to service increase, plus 8 bank holidays and 6 College closure days.**Salary:** £29,851 per annum |
| **Job Purpose** To manage and coordinate the college’s response to EHCP consultations and act as a key link between the college, Local Authorities (LAs) and external education providers.To provide case management, support coordination, transitional planning and specialist input for students with special educational needs and disabilities (SEND).The postholder will ensure timely, accurate, and appropriate communication regarding placements, provision, and statutory responsibilities. The role includes supporting the transition of students with SEND into college, contributing to inclusive planning, and ensuring the college remains compliant with the SEND Code of Practice. |
| **Key Responsibilities** **EHCP Consultation Management*** Lead on the coordination and timely response to EHCP consultations received from Local Authorities.
* Assess whether the college can meet the needs of a proposed student by reviewing EHCPs, prior educational records, and relevant assessments of the colleges provision.
* Liaise with curriculum teams, support staff, and facilities to evaluate capacity and appropriateness of provision.
* Attend appropriate EHCP annual reviews to assess the needs of incoming students to enable a full and robust consultation responses.

**Support** * Advise on curriculum adaptations, assistive technologies, and personalised interventions aligned to specialist knowledge.
* Promote whole-college awareness and inclusive approaches linked to your area of expertise.

**Local Authority Liaison*** Act as the main point of contact for LA SEND teams regarding new referrals, ongoing cases, and post-16 placement decisions.
* Organise and lead placement breakdown meetings with the LA and relevant agencies.
* Ensure effective communication and record-keeping regarding consultation outcomes and placements.
* Submit documentation in line with statutory deadlines and maintain accurate records of correspondence.
* Frequent communication with link SEND Officers from the LA

**Transition and Admissions Support*** Support the transition process for new students with EHCPs, including attendance at Year 11 reviews, taster days, and planning meetings.
* Coordinate internal transition planning to ensure students have the necessary support in place from day one.

**Review and Compliance*** Work with colleagues to monitor provision, record progress, and gather evidence to inform LA updates and funding applications.
* Support audits and quality assurance processes linked to SEND provision.
* Audit compliance with relevant policies to ensure support is evident and is progressive.
* Contribute to the Performance Management Review (PMR) process to link faculties to advise on areas for development/ improvement.

**Supporting Inclusive Practice*** Provide advice and guidance to curriculum and support teams on EHCP provision and post-16 obligations.
* Promote inclusive practices and contribute to training or awareness sessions on post-16 SEND responsibilities.
 |
| **Person Specification**  |
| **Essential:*** In-depth knowledge of the SEND Code of Practice (2015) and the post-16 EHCP consultation process.
* Experience working with Local Authorities and understanding of placement decision-making.
* Ability to read, interpret and assess Education, Health and Care Plans.
* Strong written and verbal communication skills and confidence in multi-agency settings.
* Highly organised, with the ability to manage competing deadlines and maintain accurate records.
* Experience making adaptations to teaching and learning resources creating an inclusive learning environment.

**Desirable:*** Previous experience in a SEND, casework, or EHCP coordination role (preferably post-16).
* Familiarity with LA systems such as EHCP portals
* Experience supporting young people with a range of needs, including SEMH, ASD, or physical disabilities.
 |
| **Qualifications****Essential** * English and Maths L2/GCSE 4.
* SEND Specific qualification
* Experience and competency in using software for reporting and analysing data, utilising data to make informed decisions.

**Desirable:*** Education and Training Level 3 (or willing to work towards).
 |