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| **Job Title:** Senior SEND Case Worker  **Reporting to**: Head of SEND  **Base**: The Roundhouse |
| **Hours:** 37 hours per week,52 weeks per year  **Contract type**: Support  **Holidays**: 20 days per year subject to service increases (5 days increase after 5 years); plus 6 College closure days per year where applicable and 8 statutory days  **Salary:** £28,703 per annum |
| **Job Purpose**  The Senior SEND Case Worker is responsible for coordinating all legal legislation and delivering targeted support for our students with Special Education Needs and Disabilities (SEND), which includes those with Education Health and Care Plans (EHCP’s). |
| **Key Responsibilities**  **1. Case Management**   * Act as the main point of contact for a designated caseload of SEND students, providing tailored support to address their individual needs. * Work on all cases whereby DCG has stated Section I of the EHCP cannot be fully met to negotiate personalised planning/programmes. * Work with the Tribunal SEND team at the Local Authority to mitigate risk. * Develop and implement personalized support plans, ensuring alignment with the student’s Education, Health, and Care Plan (EHCP) where applicable. * Conduct regular reviews of student progress, updating plans and strategies as needed. * Advise and guide EHCP Coordinators with completion of complex statutory EHCP Annual Review paperwork. * Work in collaboration with the EHCP lead and Head of SEND and Learning Support to deliver appropriate and agreed next steps. * Lead on the continuous implementation of SEND reform, ensuring the College is compliant in its duty and meeting the needs of all students.   **2. Student Support**   * Support decisions about appropriateness of provision during the admissions process and when the College is the named provider in an EHCP.   **3. Collaboration with Staff/ Stakeholders**   * Provide advice and guidance to staff on effective strategies to meet the needs of SEND learners. * Lead on the application process to Local Authorities for students without EHCPs when a need has been identified. * Coordinate and lead on emergency EHCP reviews whereby there may be a risk of placement breakdown   **4. Communication and Liaison**   * Build positive relationships with parents, carers, and guardians, keeping them informed of progress and changes to support plans. * Work closely with external agencies (e.g., local authorities, therapists, educational psychologists) to provide comprehensive support for students. * Represent the college at multi-agency meetings and EHCP reviews as required.   5. **Quality and Compliance**   * Checking quality and standardisation of statutory meetings and paperwork. * Ensure compliance with the SEND Code of Practice, Equality Act 2010, and other relevant legislation. * Support the Head of SEND and Learning Support in preparing reports for funding applications, inspections, and audits. * Proactively promote and comply with all relevant College practice, guidelines, policies and procedures, and legislation, including but not limited to: Safeguarding, Equality and Diversity, Health and Safety, and Data Protection. * Undertake any other duties and responsibilities as may be reasonably required by senior personnel in response to changing demands in personal, sectional or the College’s workload. |
| **Person Specification** |
| **Competencies**  **Essential**   * Proven ability to analyse difficult situations, identify / recommend constructive solutions and implement them effectively * Ability to work to tight deadlines, planning and prioritising work to ensure legal deadlines are met. * Able to demonstrate experience of working effectively in a team to achieve excellent outcomes for students. * To be accountable for ensuring that the records in delivery of provision are kept accurately up to date in readiness for Ofsted inspection and internal audits. |
| **Knowledge and Experience**  **Essential**   * Knowledge of working in legal practice with students with EHC plans. * Knowledge of how to meet SEND legal framework in a general FE college. * Knowledge in SEND Code of Practice 2014, Children and Families Act 2014 and Equality Act 2010. * Understanding of frameworks, regulations and requirements of the sector and how these relate to the role. * Knowledge of High Needs Funding and working with Local Authorities to meet our legal duty. |
| **Qualifications**  **Essential**   * Educated to degree level * L2 Maths and English * Level 2 ICT * Specialist qualifications – supporting students with learning difficulties/disabilities or equivalent   **Desirable**   * A post-graduate qualification * A management qualification |