



Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
Job Title	SEND Senior Case Manager
Service	Children's Services - Education and SEND
Team	Special Educational Needs and Disabilities (SEND)
Location	Shute End
Reports to	SEND Practice Manager
Worker Style	Hybrid - Remote working with attendance at Council offices on a weekly basis and as and when required
Responsible for	SEND Complex Case Practitioners (Grade 9) - 1 FTE SEND Casework Practitioners (Grade 8) - 5.5 FTE SEND Casework Assistants (Grade 6) - 1 FTE
Grade	Grade 10
Contract Type	Permanent

Main Accountabilities	
1.	<p>To ensure the Local Authority (LA)s statutory responsibilities for SEND are discharged appropriately and are monitored effectively through managing a cohort of SEND Casework Practitioner that are responsible for timely and quality assessment and annual review processes.</p> <p>To use Performance Team data and live dashboards to support compliance with statutory timescales for assessment and review processes.</p>
2.	<p>To maintain, in relation to SEN and disability, an expert knowledge of local authority statutory responsibilities, associated legislation, government guidance and regional developments.</p>
3.	<p>i) Work in partnership with parents/carers and associated professionals to support timely communication and ensure that children and young people's needs are effectively addressed across education, health and care.</p> <p>ii) Attend selected EHC meetings as LA representative, particularly where there may be an area/s of disagreement between families/educational settings/professionals, to support resolution.</p> <p>iii) To lead on complex casework, where a level of expert knowledge is required, representing on behalf of the LA with complaints, disagreement resolution and</p>





	formal Mediation processes.
4.	To quality assure SEND Casework Practitioner submissions to all decision-making forums to support robust and evidence-based decision making.
5.	To deputise for the SEND Practice Manager when required at decision-making forums.
6.	To ensure effective working across the SEND Service with colleagues in Education and SEND, and Health Services provided by BHFT and commissioned by the ICB, Children and Adult Social Care teams including the Children with Disabilities Team and services to meet the needs of children and young people 0 - 25.
7.	To work closely and in partnership with educational settings and establish and maintain a profile of support and challenge with Head teachers, SENCOs, DCOs and other providers of support to children and young people with SEND.
8.	Hold a small case load made up of various cohorts, which require particular attention at an Senior Case Manager level, whilst leading on best practice and supporting senior officers on complex casework, managing statutory markers and guidelines and increasing and building relationship within the local area.
9.	To participate in SEND Audit Programme to promote the quality of Education, Health and Care Plans in Wokingham.
10.	At all times, to promote and safeguard the welfare of children who live or access services in, or who are looked after by, Wokingham Borough Council.

Person Specification	Essential	Desirable
Education/Qualifications		
Education to degree level or equivalent	Y	
Experience		
Experience of working with children and/or families with SEN. Experience of managing complex casework which includes a need for mediation or conflict resolution in an educational environment.	Y	
Extensive experience of working within a dynamic and busy SEND Team. Proven experience of collaborative working with a range of key stakeholders: - Headteachers,	Y	





<p>SENCOs, teachers, other school staff and Governors and relevant trade union bodies (e.g., Association of Education Psychologists)</p> <ul style="list-style-type: none"> - All staff within Children's Services and other staff across the Council. - Elected members, DfE Advisers, officers from other Local Authorities, Office for Standards in Education (Ofsted) & CQC, ICB 		
<p>Skills/Knowledge</p>		
<p>The ability to write detailed and complex reports independently utilising information provided by both internal and external colleagues</p>	<p>Y</p>	
<p>The ability to manage and deal with casework of a complex nature managing multiple cases</p>	<p>Y</p>	
<p>The ability to marshal detail and complex information and to present it clearly and succinctly</p>	<p>Y</p>	
<p>Good IT skills, including word processing skills in Microsoft Office, and in database systems</p>	<p>Y</p>	
<p>Understanding of schools as learning environments and roles and responsibilities of a LA</p>	<p>Y</p>	
<p>Thorough knowledge of SEN(D) Code of Practice and Children and Families Act - implementing SEND Reforms and good practice on inclusive education</p>	<p>Y</p>	
<p>Ability to upskill and develop a workforce through training and supervision</p>		<p>Y</p>





Purpose Details	
Service Purpose	To improve outcomes and lived experiences for children, young people & families in Wokingham, with specific focus on those with special educational needs & disabilities with a statutory EHC Plan.
Role Purpose	<p>SEND Senior Case Managers are responsible for line management of the SEND Casework Practitioners and SEND Casework Assistants and ensuring that Wokingham Borough Council fulfils its statutory duties in relation to legislation around the assessment of children and young people's Special Educational Needs and Disabilities (SEND).</p> <p>The SEND Team delivers new statutory assessments within the twenty-week timeframe. It manages the annual review process and updates Education Health and Care Plans as required. The Team monitors outcomes for children and young people with SEND who are in receipt of an Education, Health and Care Plan and support commissioned by WBC. They collect data related to the number and type of requests for Education Health and Care needs assessments and the type of provision required to meet the needs of children and young people with SEND to support WBC in their SEND sufficiency duties.</p>
Corporate Parenting	You will champion the principles of corporate parenting by embedding its ethos in all aspects of service delivery, ensuring decisions and actions consistently reflect the responsibility to act as a corporate parent to children in care and care leavers, and actively contribute to shaping and implementing the wider corporate parenting strategy.

Supervision and Relationships	
Supervision Received	SEND Practice Manager
Supervision Given	SEND Complex Case Practitioners (Grade 9) - 1 FTE SEND Casework Practitioners (Grade 8) - 5.5 FTE SEND Casework Assistants (Grade 6) - 1 FTE
Contacts	<ul style="list-style-type: none"> - teachers, SENCos, teachers, other school staff and Governors and relevant trade union bodies (e.g., Association of Education Psychologists). - All staff within Children's Services and other staff across the Council. - Elected members, DfES Advisers, officers from other Local Authorities, Office for Standards in Education (Ofsted), CQC, and the Commission for Social Care Inspection (CSCI) and a range of external partners. ICB.

Resources/Budget Management
Does not hold budget responsibility Indirect impact on based on supporting casework activity/mediation meetings





Special Requirements

Ability to travel to a variety of locations in Borough.

On rare occasions attend evening meetings.

Enhanced DBS check required.

Occupational Health Risk Assessment

Details

Skin/Respiratory Sensitisers	N
Working at Height	N
Exposure to Noise (>80-85dB)	N
Confined Spaces	N
Frequent Display Screen Equipment Use	Y
Driving for Work	Y
Hand Arm Vibration	N
Lone Working	N
Healthcare/Social Contact with Patients	N
Blood Borne Viruses Exposure	N
Food Handling	N
Working with Animals	N
Specialised Medical Screening	N
Night Working	N
Safety Critical Work	N

Nature of the Role

Details

Healthcare or Hospital Work	N
Working with Children (under 18)	Y
Working with Elderly/Vulnerable Adults	Y





Work Environment Details	Hybrid - Shute End and Home working
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Role Involvement	Details
Working with Children	Y
Working with Vulnerable Adults	Y
Both of the Above	Y
Providing Care/Supervision for Children	N
Providing Care/Supervision for Vulnerable Adults	N
Both of the Above	N
None of the Above	N

Disclosure and Barring Service (DBS)	Details
DBS Requirement	Enhanced
Eligibility Tool	Find out which DBS check is right for your employee - GOV.UK (Find out which DBS check is right for your employee - GOV.UK)

Re-checks
DBS re-check every 3 years

Evaluation Declaration	
Date of Evaluation:	September 2024
Evaluated by:	Jamie Conran, Sam Philo

