

Job Title: Senior SEND Keyworker
Grade: 8

Our Vision

An innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

Our Outcomes

We want everyone in Staffordshire to:

- Have access to more good jobs and share the benefit of economic growth
- Live in thriving and sustainable communities
- Be healthier and more independent for longer

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- Ambitious – We are ambitious for our communities and citizens
- Courageous – We recognise our challenges and are prepared to make courageous decisions
- Empowering – We empower and support our people by giving them the opportunity to do their jobs well.

About the Service

Our aim is to create an environment where families are supported to stay together safely and live well in their communities by building on their strengths. This is the right thing to do. Families tell us they do not want to be in services and evidence says that lives are better when needs can be met early within the family or community. Working in this way is also more sustainable. We can support more families to live better lives if we focus on

addressing needs as early as we can. This report details the changes we have already made across the children and families system.

Reporting Relationships

Responsible to: Family Practitioner Lead

Key Accountabilities:

1. Implement the district SEND Team Quality Assurance plan for Education Health and Care (EHC) Plans for both new assessments and/or Annual Reviews. Ensuring timeliness and quality in this area in line with the relevant legislation and Code of Practice.
2. Act as a keyworker for adults and children with special educational needs & disability, co-ordinate and call on the support of qualified Social work, Educational Psychology, Health professionals contribute to the Statutory Assessment process and Annual Review process.
3. Ensure collaborative relationships with individuals with special educational needs and a disability of all ages, and their families, that promote choice and independence, respecting diversity and difference and reach agreement on appropriate tangible and realistic outcomes.
4. Understand risks and escalate where appropriate so that strategies and solutions can be identified for children and young people with SEND.
5. Identify and explore, with the individual and their family, innovative and appropriate actions to support their individual agreed, outcomes, facilitating individuals making informed choices.
6. Maintain appropriate professional records of all key discussions, investigations, findings, assessments, opinions (including factual basis) and decisions, including electronic client records and necessary performances data, in line with policies and procedures.
7. Ensure that practice is consistent with the relevant Legislation and Statutory guidance.
8. Undertake performance, quality assurance processes, including peer and reflective supervision, analysis of performance data, learning from complaints and compliments, personal development and continuing professional development.
9. Ensure all practice including referrals are consistent and compliant with the Staffordshire Inter-agency Adult Protection and Child Protection Procedures.
10. Undertake any other duties required by Family Practitioner Lead (SEND) that are commensurate with the grading of the post.
11. Deputize for the Family Practitioner Lead in their absence at weekly panels.

12. Oversee and provide professional guidance and support for the SEND Keyworker team on a core areas of SEND statutory responsibility within a district (e.g. assessment or review, Children in Care, Tribunals, Phase Transfers). Provide regular reports on performance, key trends and solution find in this area of responsibility.

Equalities

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change

Delivering energy conservation practices in line with the Council's climate change strategy.

Health and Safety

Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.

Safeguarding

Commitment to safeguarding and promoting the welfare of vulnerable groups.




The content of this Job Description and Person Specification will be reviewed on a regular basis.

Person Specification

A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

Minimum Criteria for Disability Confident Scheme *	Criteria	Measured by
	Qualifications/Professional membership <ul style="list-style-type: none"> NVQ3/equivalent qualification and/or experience in a relevant discipline i.e. education (SEND), social care, child- care, advice and guidance or related subject or equivalent experience. 	A/I
	Experience and Knowledge <ul style="list-style-type: none"> Experience of taking a lead in an area of SEND professional practice for a team. Providing peer support in this area. Understanding of disabilities, special educational needs and their impact, for individuals, their families and society. Experience or working as part of a team. Experience of self-appraisal and reflective practice. Experience of using Information Technology to create documents, data records, diary records, communication and reports. Knowledge of the dimensions and impact of child and adult abuse and procedures to report concerns. Knowledge of the roles and responsibilities of partner organizations. Knowledge of the mental capacity act, capacity to consent, Deprivation of Liberty Safeguards, Mental health Act, Children Act, Education Act, Code of Practice and safeguarding procedures sufficient to know the limits of this role and to engage other professionals when required. 	A/I A A/I A/I A/I A/I A/I A A/I
	Skills <ul style="list-style-type: none"> Able to develop and sustain impartial collaborative relationships with children or adults with a disability and their families 	A/I

	<ul style="list-style-type: none"> • Able to help individuals to evaluate and manage risk positively • Able to develop and sustain effective working relationships with staff in other agencies • Able to maintain accurate written and electronic records of observations, actions and decisions • Effective organizational skills, including managing time, prioritizing work and meeting deadlines • Able to work creatively within resource constraints. Able to problem solve and identify opportunities for improvement • Resourceful and resilient – able to operate in a changing environment • Skilled in resolving conflict or tensions • Committed to service improvement and delivering success for the organization, individual & family (visionary and forward thinking). Curious and passionate about improvement and making a difference • Willing to challenge accepted models of services and be creative • Committed to understanding what success looks like for the individual and their family • Ability to travel across the County: current driving license (special arrangements can apply for people with a disability) <p>Commitment to ongoing personal and professional development This post is designated as a casual car user</p>	A/I A/I A/I A/I A/I A/I A/I I A A/I A A



If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting **Liberata Employee Services Team on 01905 947446**