Job Title:SEND Tribunal Case Worker 12 Month Fixed Term  
Grade: 6

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: Principal Officer SEND (Conflict Resolutions and Tribunals)

1. Provide support to the principal advisor- tribunals and access in collating the required case information in preparation for resolving disagreements and/or in preparation for mediation.
2. Prepare and produce case statement paperwork for the LA response to SEND tribunals.
3. Investigate and analyse information in conjunction with the principal advisor
4. Organise meetings associated with the tribunal hearing process within the legal timescales
5. To respond to correspondence and enquiries regarding to individual case work.
6. Maintain appropriate professional records of all key discussions, investigations, findings, assessments, opinions (including factual basis) and decisions, including electronic client records and necessary performance data, in line with policies and procedures.
7. Keep a record of all tribunal requests, hearings, outcomes and from the data collated, analyse and review to identify possible themes, trends and produce a regular report
8. Adhere to the principles of SEND EHC assessment and planning service and contribute to the shaping, continual improvement and promotion SEND EHC assessment & planning service.
9. Actively participate in the performance, quality assurance processes, including peer and reflective supervision, analysis of performance data, learning from complaints and compliments, personal development and continuing professional development.
10. Commence the collection of the necessary assessment information and ensure that the children and young people and their families are kept up to date.
11. Ability to work to deadlines.

Accountabilities:

**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

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| **Minimum Criteria for Disability Confident**  **Scheme \*** | **Criteria** | **Measured by** |
| **employer_small** | **Qualifications/Professional membership**  **Qualifications/Professional membership**   * Level 3 qualification or equivalent experience * Good standard of education to GSCE level or above. * Commitment to ongoing personal and professional development | A  A  A |
| **employer_small** | **Experience and Knowledge**   * Experience of using Information Technology to create documents, data records, diary records, communication and reports. * Knowledge of the roles and responsibilities of partner organisations  Working knowledge of SEN legislation and Disability. * Knowledge of the tribunal system and information that tribunals require | I  A  A |
| **employer_small** | **Skills**   * able to develop and sustain effective working relationships with staff in other agencies * able to maintain accurate written or electronic records of observations, actions and decisions * good organisational skills, including managing time, prioritising work and meeting deadlines * able to problem solve and identify opportunities for improvement * skilled in resolving conflict or tensions * Ability to travel across the County; Current driving licence (special arrangements can apply for people with a disability) * Excellent communication skills. * Effective co-ordination skills. | A/I  A/I  I  I |

**employer_small** 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**

**Shared Services on 01905 947446**