

## **Job Profile Information: Assessment and Case Coordinator (LAC/CP/CIN Lead)**

This supplementary information for *Assessment and Case Coordinator* is for guidance for Job Level 3 Zone 2

**Camden Way Category: 3**

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.**

### **About Camden**

Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all. Camden SEN aims to deliver an excellent service to children young people and their families so they achieve the education provision they need at the time that they need it.

### **Role Purpose:**

- To enact the corporate decisions of Camden Council in its execution of its statutory Special Educational Needs (SEN) responsibilities in accordance with the Children and Families Act (2014), the SEN Code of Practice (2015), Education Act of 1996 and SEN Regulations.
- The post holder will primarily work across 2 teams with a focus on children who are Looked After, under a Child Protection Order, Children in Need, who are subject to CTRS as well as those children and young people in residential or independent settings outside the borough of Camden. The post holder must therefore have a sound knowledge of SEND as well as a comprehensive knowledge of social care processes and duties including the Care Act 2014 and be experienced in working in multi-agency settings. They will be a skilled practitioner and able to elicit the independent views of the child or young person. A core focus will be on transition points.
- Where children/young people are placed outside of Camden borough, processes must be embedded to ensure they are able to return home at the earliest opportunity at their next phase or stage of education and certainly in readiness for their adult pathway which must be planned at least 1 year in advance of their 19 birthday.

### **Example outcomes or objectives that this role will deliver:**

- To oversee, prioritise and ensure adherence to all statutory processes and timescales in regards the assessment, maintaining and ceasing of EHC Plans for an assigned caseload of pupils with Education, Health & Care plans who are LAC/CIN/CP and or in independent or residential settings.
- To take ownership of the primary and secondary phased transfer process for this specific cohort, and to liaise with Assessment & Case Coordinator colleagues, to meet the transfer deadline date.
- To collate reports from various professionals to support the drafting of a new EHC Plan and to lead the process for Annual Reviews within statutory timescales, including making amends where required and formally consulting for a change of placement, attending Annual Review meetings where possible and keeping the SEN database/systems thoroughly up to date.
- To contribute to all social care processes e.g. looked after reviews, child protection meetings, preparing for adulthood reviews as well as CETRs, transition planning/planning for adulthood meeting and act as a single point of contact for reporting on the statutory process for this cohort.
- To support and challenge settings with regard to approaches to inclusion and the requirements of the SEN Code of Practice 2015 and the Children's and Families Act 2014.
- To analyse data in relation to this cohort and provide ½ termly updates.
- To work under the direction of the Senior SEN Officer, and with colleagues in Legal and across the allied services, to plan and prepare for the Local Authority's case in response to internal complaints, the Local Government Ombudsman or Special Educational Needs and Disability Tribunal with regard to decisions on provision/placements.
- To process initial applications for home school transport requests.
- Ability to understand and act upon complex information quickly and accurately, being able to identify potential difficulties and putting in place solutions.
- Preparing cases to be discussed at complex case panels.
- Representing the Local Authority at advisory groups and coordinating information for other attendees to consider.
- Able to adjust to changes in working practice in response to changes in legislation or in local strategies and policies relating to SEN and Disabilities.

**People Management Responsibilities:** N/A

**Relationships;**

- Able to interact effectively with parents and carers or young adults, to provide advice about the statutory assessment procedures and placement practice to ensure that they are well informed and aware of their legal rights under the relevant SEN legislation, such that they are confident in Camden's SEN& D processes and provision.

- Maintain close working relationships with Social Care, Virtual School, Health and a wide range of internal and external partner organisations, ensuring all stakeholders are kept informed and aware of any changes or actions.
- Able to work with a range of officers and practitioners from across the Children's workforce, including Head Teachers, SENDCos, Health and Social Care practitioners and others.

### **Technical Knowledge and Experience:**

- Significant knowledge and application of **all** the legislation relating to the Children and Families Act 2014, SEND Code of Practice (2015)
- Significant knowledge and application of the Care Act 2014
- Knowledge and understanding of the Education system from 0 - 25 years
- Excellent verbal and written communication skills which should include the ability to provide clear and unambiguous information, coupled with good ICT skills
- Ability to manage difficult conversations
- Ability to produce reports, data and information in different formats as well as develop data reporting and monitoring processes and analysis

### **Essential:**

- A Level qualifications (preferably Maths and English) or equivalent work experience
- Demonstrable skills in WORD, EXCEL, OUTLOOK and ability to keep real time records in data base

### **Desirable:**

- Previous experience working for a Local Authority SEND Service
- Previous experience working within Social Care Services
- Degree level qualification
- Teaching qualification
- Evidence of training in relevant SEN Legislation
- Good understanding of Preparing for Adulthood

## **Diversity & Inclusion**

- At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and those of other non-white ethnicities, those who identify as LGBT+, neurodiverse and disabled people.

## **Agile working**

- At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.
- At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK ([www.HireMeMyWay.org.uk](http://www.HireMeMyWay.org.uk)). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.
- This post demands a high level of flexibility, a positive attitude and ability to adapt to changes due to service needs. The post holder will be expected to work in an open plan office environment in which 'hot-desking' and agile working practices are implemented and working at home as required or in agreement with the SEN Manager. The post holder may be expected to work at other sites, including in other boroughs and attend annual review meetings.

## **Asking for Adjustments**

- Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at [resourcing@camden.gov.uk](mailto:resourcing@camden.gov.uk) or post to 5 Pancras Square, London, N1C 4AG