

LONDON BOROUGH OF REDBRIDGE ROLE DESCRIPTION AND PERSON SPECIFICATION

Role Title:	Development Officer – Social Care & SEND		
Directorate:	People	Grade:	LBR09
Department:	Children & Families	Hours/weeks:	22 hours/52.14 weeks
Function:	Fostering, Adoption & CWD	Post number:	S00022
Team:	Fostering, Adoption & CWD	Base/location:	CRC Ray Lodge (Woodford Green)
Reports to:	Head of Fostering and Adoption & Head of Access and Inclusion (joint line management responsibility)		
Responsible for:	No direct line management but may be responsible for the supervision of workers, trainees and work placement staff on occasion		

Role and Context

Overall Role Purpose:	<p>This post carries a requirement to hold a current Health and Care Professions Council (HCPC) registration. To maintain registration, the post holder is required to comply with the Standards of Proficiency for Social Workers in England and have the required knowledge and skills detailed in the department for Education (DfE) Knowledge and Skills for Child and Family Social Work, 2014.</p> <p>All post holders are expected to maintain professional standards of practice and work in accordance with all legislative and Statutory Guidance, and the policies and procedures of the LB Redbridge.</p> <p>To coordinate work with partners (education providers, Social Care, NHS, voluntary sector) to support the Local Authorities implementation of the SEND reforms as set out on the Children and Families Act 2014.</p> <p>To ensure parents, children and young people are involved through coproduction in the development and implementation of new ways of working for children and young people with SEND.</p> <p>To develop and implement systems, services and processes across Children’s Social Care and SEN & Disability Team to deliver the Local Authorities’ responsibilities for children and young people with Special Educational Needs and Disability (SEND) and their families.</p> <p>To support analysis of data and information relating to children and young people with SEND to inform future service planning.</p> <p>To ensure there are processes and procedures in place for considering requests for Personal Budgets.</p>
Role Context:	<p>As we enter the final year of the transition into the Children and Families Act 2014, we want to focus on embedding good practice and working relationships across education, health and social care. This role will directly impact upon the links between education and social care, using knowledge and experience of the social care system to design good practice models of joint working.</p>

Key Accountabilities and Result Areas	
1. Strategy and Planning	<ul style="list-style-type: none"> Review and embed a protocol for working in partnership between the SEN & Disability team and children's social care, in partnership with SEND Development Officer; covering Education, Health and Care (EHC) Needs Assessments and Annual Reviews.
2. Operations and Support	<ul style="list-style-type: none"> To ensure parents, families children and young people are involved through coproduction in the development and implementation of new ways of working for children and young people with SEND.
3. Systems and Process Development and Improvement	<ul style="list-style-type: none"> To support the implementation of systems, services and processes to deliver the Local Authorities responsibilities for children and young people with Special Educational Needs and Disability (SEND) who are accessing children's social care and their families.
4. Communication Partnership	<ul style="list-style-type: none"> To lead a working group of SEN and social care practitioners to develop working practices that facilitate good working relationships between services. To then train appropriate staff on the implementation of agreed protocols. Develop and maintain on-going relations with appropriate stakeholders to enhance strategic relationships and shared best practice.
5. Performance and Standards	<ul style="list-style-type: none"> To participate in a wide range of learning and development activities, particularly in the area of safeguarding and opportunities for professional and career development, in line with the Continuing Professional Development (CPD) requirements of the HCPC. To coordinate analysis of data and information relating to children and young people with SEND to inform future service planning.
<i>Key Performance Outcomes</i>	<ul style="list-style-type: none"> To have lead on the design, establishment and development of a joint working protocol for SEN and social care by April 2018.
6. Resource Management	<ul style="list-style-type: none"> Assist and support in the planning & delivery of projects & programmes to ensure delivery to cost, deadlines and required quality standards.
Corporate Accountabilities	All employees of the Council should undertake and conduct their work with due regard to the corporate accountabilities (available on the Redbridge Council website). These include responsibilities for outcomes regarding Equality, Conduct & Behaviour, Health & Safety, Data Protection, Safeguarding and Customer Care.
Flexibility	The key responsibilities and duties of the role are neither exclusive nor exhaustive. All workers are expected to operate flexibly to support delivery of services and from time to time will be required to undertake responsibilities outside the normal remit of role description as required by the line manager, which are broadly commensurate with the job level and scope of competence.

Person Specification		A - I - T
Knowledge & Experience		A - I - T
<i>Method of candidate assessment: A = Application form I = Interview T = Test</i>		
Statutory or Mandatory qualifications:	Social Work qualification recognised by the Health and Care Professions Council (HCPC)	A
Educational Ability	Social Work qualification recognised by the Health and Care Professions Council (HCPC) Post qualification diploma in Child and Families Social Work	A A
Key Subject or Content Areas (inc: Desirable Qualifications)	This post carries a requirement to hold a current Health and Care Professions Council (HCPC) registration.	A
Knowledge / Experience Field Title e.g. Project Management	Substantial social work experience with children, families and carers including: <ul style="list-style-type: none"> Assessment work in a children and families of youth justice or related setting 	A/I A/I
	Experience and evidence of working to the relevant level of the Professional Capabilities Framework (PCF)	A/I
+ Knowledge / Experience Field as required	Confident understanding of SEND legislation including the Children & Families Act 2014. A clear understanding of timescales and deadlines in relation to Needs Assessments and Annual Reviews.	A/I
	Thorough understanding of relevant social care legislation in regard to assessment and resource allocation.	A/I
	Broad knowledge of personal budgets in relation to social care.	I
	Experience on contributing to the design, establishment and implementation of working practices and procedures.	A/I
Skills / Abilities Field Title	Ability to build working relationships with a range of partners, including both professional staff and parents, in order to build consensus for ideas and development.	I
	Ability to summarise information and issues and present options and solutions to a variety of professional groups and organisations, both verbally and in writing.	A/I
	Ability to evaluate and analyse data and information from a range of sources (including undertaking research) to understand issues, and inform solutions and service planning.	A/I
+ Skills/Abilities field as required	Proven skills of negotiating with stakeholders, including professionals.	I
Corporate Behaviours	The Council has a set of behaviours that all employees are expected to deliver in the performance of their role. The behaviour framework can be found on the Councils internet page, and these should be reflected in your application and the way you work. As part of an individual's personal development Redbridge expects employees of all levels to be continuously developing these core behaviours.	I
Effective and Collaborative Team Working	<ul style="list-style-type: none"> To take responsibility for personal development and actively participate in all learning and development. To participate in the ongoing development, implementation and monitoring of service plans. To support and contribute to value for money, service efficiency and improvement. 	I
Working Pattern and travel	<ul style="list-style-type: none"> Able to travel round Borough to different sites for meeting and work purposes. 	I
Safeguarding and Disclosure	<ul style="list-style-type: none"> Enhanced DBS Check required 	A