

LONDON BOROUGH OF REDBRIDGE ROLE DESCRIPTION AND PERSON SPECIFICATION

Role Title:	Designated Social Care Officer SEND
Grade:	(SW) PM SCP 15
Reports to:	Children with Disabilities Head of Service
Responsible for: Job titles of direct reports	<p>Reporting to the Head of Service</p> <p>This post is subject to an enhanced DBS check.</p>
Role purpose and role dimensions: Overview of the job	<p>The Designated Social Care Officer (DSCO) will strategically lead in framing and embedding the social care elements of the SEND strategy across the local authority and ensure compliance with legislative requirements of the SEND Code of Practice (2015), as well as meeting statutory responsibilities under the Children and Family Act (2014) and Care Act (2014).</p> <p>The role will directly inform and influence the direction of wider SEND services, working on the interface between Health, Adults and Education services. The DSCO will have in-depth knowledge and understanding of both social care processes and the SEND reforms agenda and will look to strengthen practice and generate solutions, as well as redesign our offer for disabled children in collaboration with Commissioning.</p> <p>Key to success will be the ability of the post holder to negotiate with and influence others and to build and nurture effective partnerships. Working collaboratively with a wide range of stakeholders across the Local Authority, particularly Adults Services and Education SEND services, as well exploiting opportunities for co-production with partners within and outside of the Local Authority, including health partners. The post holder will represent Redbridge Children's social care at key regional and national events and will be a source of expert professional advice on SEND reforms relating to social care within Redbridge and will seek to learn nationally from the evidence base of best practice.</p> <p>The post holder will be experienced in strategically leading services, supporting, and encouraging a culture where good social work practice can flourish. Critical to this, will be expertise in leading on inspection preparation for Children's and Adults Social Care for the SEND inspection, as well as ensuring a proactive response to anticipated changes in legislation or national policy.</p>
Accountabilities	<p>Develop strategies, action plans and processes which support and enable the SEND reforms agenda to become embedded within social care operations and practice.</p> <p>Contribute to and influence SEND organisational design in Social Care and assist in the development of the Children with Disabilities service as well as work with the whole of Children's Services in respect of children with an EHCP.</p>

Establish and lead a network of social care SEND 'champions' across Children's Social Care. Facilitate and oversee the implementation of the SEND agenda within social care through this network and gathering insight and intelligence from them and other groups such as the parent carer forum to inform future planning.

Contribute to social care workforce development by formulating a programme of blended learning/training relating to the SEND reforms across varied audience profile and functions.

Quality assure the input of social care information to EHCPs. Train and oversee social workers' input to EHCPs.

Complete audits (and quality assurance against the performance indicators) to ensure Redbridge is a learning organisation that continues to deliver evidence-based practice delivering the right support, to the right family at the right time ensuring the service is good to outstanding in their practice.

Responsible for developing social care aspects of the Local Offer that provide relevant advice and information and meet all legislative requirements.

Analyse complex and varied work strands across functions, services, and agencies in order to identify and exploit opportunities for co-production and integrated working between social care, health, and education to progress SEND reforms agenda.

Work collaboratively with social care directors, heads of service and service managers to ensure social care meets statutory responsibilities under the Children and Families Act (2014) and Care Act (2014), and to drive forward organisational culture change aligned to the SEND reforms.

On behalf of Children's Social Care lead on collaborating with the ICB to develop a joint accountability (and funding) framework. Support work to ensure consistency of threshold and funding decisions for children's care packages, including chairing relevant panels, and acting as a member of others.

Lead on the social care elements of the local authority's self-evaluation process to ensure readiness for SEND Ofsted and Children's Social Care Ofsted inspections.

Involvement in and initiation of varied multi-stakeholder projects and work streams. Themes include participation and engagement, person-centred approaches, joint working initiatives, outcomes frameworks, operational function design, IT systems connectivity, EHC processes, quality assurance, joint commissioning, Early Years, Preparing for Adulthood, the Local Offer.

Oversee Tribunal work within Social Care, ensuring relevant staff are briefed, that the local authority position is clear, that any funding issues are resolved prior to Tribunal.

Chair meetings, lead working parties, take responsibility for key areas of service development, and represent the service as required.

Lead on the relationship with ICB in respect of children with SEND, and to develop the Joint Accountability (and funding) framework.

<p>Corporate accountabilities</p>	<p>To actively promote the Council's Fair Access, Diversity and Inclusion Policy and observe the standard of conduct which prevents discrimination taking place.</p> <p>To ensure full compliance with the Health and Safety at Work etc Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work. At the discretion of the Head of Service, such other activities as may from time to time may be agreed consistent with the nature of the job described above.</p>
<p>Operational Management</p>	<p>An operational and strategic role accountable for developing strategies, action plans and processes which support and enable the SEND reforms agenda to become embedded within social care operations and practice, improving links between social care services and the SEND system.</p> <ul style="list-style-type: none"> • Contributing to and influencing SEND organisational design, working alongside the development of 0-25 Children & Young People with Disabilities Service and its policies. • Establishing and leading a network of social care SEND 'champions' and link workers across Children's Social Care. Facilitating and overseeing the implementation of the SEND agenda within social care through this network and gathering insight and intelligence from them and other groups such as the parent carer forum to inform future planning. • Responsible for developing social care aspects of the Local Offer that provide relevant advice and information and meet all legislative requirements. • Coordinate EHC assessments and reviews with other social care assessments and reviews ensuring that you collaborate with colleagues in other agencies to develop a joint approach in the production of EHC Plans including supporting social care practitioners to improve the quality of social care advice for EHC Plans. • Produce periodic reports for Senior Management on the impact of changes put in place by DSCO • Working collaboratively with social care Assistant Directors and service managers to ensure social care meet statutory responsibilities under the Children & Families Act (2014) and Care Act (2014), and to drive forward organisational culture change aligned to the SEND reforms. • Responsibility for framing social care elements of the local authority's self-evaluation process to ensure readiness for SEND Ofsted & CQC Inspections. • Manage a small SEND caseload of children and young people placed in residential school by Redbridge SEN department, where the child is not a Child in Care under sec 20 or sec 31 (CA1989), discharging the Council's Statutory duty to ensure 'the child's Welfare is safeguarded and promoted while they are accommodated' (sec 85 & 86 CA1989). • Work in partnership with the child, parents and carers, Health Service including Acute and Community Trusts and with Integrated Care Boards, Departments within Redbridge Council, commercial and private sector, and voluntary bodies to identify and produce positive outcomes for children and their families within the context of the child's safety and wellbeing within residential provision.

	<ul style="list-style-type: none"> • Attend, and if required chair, the weekly SEN Panel and High Cost Placement Panel and to ensure Social Care actions are communicated and followed up from the Panel as well as wider learning from Panel contributing to practice improvements. • To “problem solve” in complex cases particularly where difference of opinion or potential differences may occur between partners (for example around funding) in meeting the child’s needs. • Maintain an awareness of child development, related theories, legislation, corporate and directorate policies, local and agency practices, in order to, inform practice, disseminate knowledge and contribute to the delivery of a high standard of service. • Represent the Council’s SEND Service as and when required in Court/Tribunal in accordance with the Council’s procedures to safeguard and promote the welfare of children. • Operate across a variety of SEN and Social Care teams to gain a diverse level of knowledge and experience that meets the appropriate practice level and a high standard of service delivery, including offering consultancy to practitioners across SEN, Children's Social Care and Adult Social Care. <p>Engage with national DSCO community of practice and regional social care networks.</p>
<p>Strategy and Planning</p>	<p>The DCSO will have in-depth knowledge and understanding of both social care operations and the SEND reforms agenda and will identify areas where social care requires improvements or is non-compliant with the SEND Code of Practice - generating solutions and implementing strategies and plans to address this - aligning these to social care’s operational and business plans and statutory obligations.</p> <p>The DCSO will have strong partnership skills, expert knowledge of social care and SEND legislation and processes, and the ability to lead social change.</p> <p>They will be capable of working autonomously managing situations that are complex with potential levels of risk and uncertainty. Act as a role model and mentor to colleagues in SEND and residential special schools and identify and develop areas of knowledge and expertise for the role, sharing these with colleagues and other professionals. Take an active role in effective service working and understand the service’s relationships with other services and partner agencies.</p> <p>Contribute to training initiatives and deliver training to multi agency cohorts to increase the knowledge of SEND and social care in the wider professional community.</p> <p>This role will strategically lead in framing and developing social care elements of the SEND strategy across the local authority, in compliance with legislative requirements of the SEND Code of Practice (2015). You will be responsible for fulfilling the Councils responsibility under section 85 & 86 Children Act 1989 and Children in long Term Care Regulations 2011; ensuring the wellbeing of children placed in residential school, children are properly safeguarded and plans for their wellbeing progressed.</p>

<p>Communication Partnership working, & Representation</p>	<p>Building relationships with a wide range of partners, communication and influencing Skills.</p> <p>Building and maintaining professional networks, seeking learning and information, and keeping relationships with partners and parents effective.</p>
<p>Systems and Process Development and Improvement</p>	<p>To ensure that decision making in all children’s matters is undertaken in accordance with legislation, local procedures and best practice.</p> <p>To lead and develop a working environment that promotes a learning culture and active practice development within the workplace.</p> <p>To manage computerised information systems ensuring appropriate steps are taken to protect data integrity and that all users comply with the IT security policy.</p> <p>To manage health and safety within the workplace to ensure the safety of staff, service users and others.</p> <p>Be responsible for the promotion of equality, diversity and inclusion both within the organisation and in the services provided.</p> <p>Be responsible for ensuring that the Council’s policies and procedures (including Equal Opportunities and Health and Safety) are adhered to and that the organisation’s values are upheld.</p> <p>Ability to collect, interpret and use data to facilitate wider understanding the needs and resources of the local population, and to influence commissioning.</p>

Person Specification – Designated Social Care Officer		
Knowledge & Experience	<i>Method of candidate assessment: A = Application form I = Interview T = Test</i>	A - I - T
Statutory or Mandatory qualifications:	Recognised Social Work Degree or equivalent (i.e CQSW, DipSW, CSS or CCETSW approved equivalent, BA Hons Social Work or other relevant degree in Social Work.	A
	Management qualification or evidence of appropriate experience and willingness to undergo training.	A
	Social Work England registered	A
Key Subject or Content Areas (inc: Desirable Qualifications)	PQ/MA Qualification	A
	Management Qualification	A
Experience	<p>Demonstrable post qualification experience of working with children and young people with SEND and their families. (A)</p> <p>Proven track record in strategic planning and leadership. (I)</p> <p>Experience of organising, chairing or regularly participating centrally in meetings/conferences involving Senior Managers and decision makers. (A)</p> <p>Experience of successful working with a wide range of stakeholders including children and young people, parents, and carers and those within social care, education, and health (including the voluntary sector). (A)</p> <p>Evidence of effectively and sensitively dealing with a wide range of people regarding difficult and complex issues including the use of effective negotiation. (A/I)</p>	
Knowledge	Knowledge and experience in the application of relevant legislation, statutory guidance, standards and local policies and procedures.	I A
	Evidence of knowledge, understanding and practice in relation to the implementation of SEND legislation, particularly within social care.	IA
	Evidence of understanding and ensuring compliance and best practice in respect of the regulatory frameworks including the Ofsted framework for SEND inspection and Children's Social Care Inspection.	IA
	Knowledge of roles and responsibilities of key children's agencies.	IA
Skills	Demonstrable ability to build sound, productive working relationships with colleagues, partners, and families.	I
	Communicating clearly and persuasively both orally and in writing to a varied audience profile, including writing reports, guidance, templates, presentations, training materials and programmes.	I
	Strong influencing and confident interpersonal skills to achieve best outcomes for children and families whilst balancing Social Care and the local authority's interests.	I
	Thinking creatively and challenging the norms: existing practice, process to achieve the best outcomes for children.	I
Leadership and Development	Ability to lead, manage and develop staff and resources to maximise effective and efficient performance, sustain high morale and inspiration to enable delivery of objectives/outcomes that align with service plans and delivery of the Council values and objectives. Assist the wider corporate management and organisational change by ensuring employees are appropriately informed and developed and encourage a culture of cross-organisational and partnership working. Champion good management practice in line with the corporate policies and procedures.	I A

Skills / Abilities Field Title	Leadership skills with the ability to meet team objectives through working children and families, case management, and effective care planning.	IA
	To facilitate co-operative working within the area of responsibility and across the organisation to develop and maintain good working relationships with internal and external customers and stakeholders. To share and cascade relevant information as necessary to team.	IA
	The ability to communicate and effectively influence others at all levels and across a variety of professional groups and organisations.	IA
	The ability to evaluate and analyse information and make decisions in circumstances where issues are not clear cut.	IA
	Ability to use resources effectively within the current constraints, working to agreed threshold and eligibility criteria.	IA
	Have the ability to resolve complaints promptly, effectively and sensitively	IA
	To be able to execute excellent IT skills, including developing and interpreting presentations, databases and spreadsheets	IA
	Ability to represent the service at both internal and external meetings Able to make sound professional judgements pertaining to high risk issues in a timely manner	IA
	To ensure learning and development opportunities are and utilised to the benefit of the organisation, through appropriate planning and evaluation.	IA
	Ability to undertake deep dive auditing of cases to ensure the maintenance of quality and standards and the avoidance of drift.	IA
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 is attached and 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.	
Effective and Collaborative Team Working	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.	
Working Pattern and travel	To work primarily from an office but also attend external meetings, home visits and court hearing where required.	
Safeguarding and Disclosure	All appointments are subject to receiving a satisfactory enhanced DBS check.	
Special Factors or Constraints		

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