

Directorate: Education and Young People Service
Division: Special Educational Needs & Resources
Grade: KR9
Responsible to: SEN Therapies Lead

Purpose of the Job:

To have a named caseload and undertake casework activity for Children and Young People with SEND across Kent, who require specific specialist therapies and health provision. To work with the case lead, SEN Therapies Lead with all aspects of implementing provision arrangements and compliant resolution. This post will involve wider work stream activities and project work in relation to SEND service delivery improvements.

Main duties and responsibilities:

1. To undertake caseload activity as instructed by SEN Therapies Lead and in conjunction with the information officer. This includes management of cases to the level of planning, risk and issue management, monitoring, managing multiple tasks and escalation if necessary.
2. Supporting the key commissioning activities and processes of co-produced personalised provision in regard to procurement and stability of therapy spend.
3. Develop and implement data collection and recording structures in line with existing KCC business systems in an accurate and timely way.
4. Maintaining a quality-focused approach with independent providers.
5. Maintaining constructive relationships with a broad range of internal and external stakeholders, to support SEND service developments and work stream related activities.
6. Participate in relevant internal and external working groups/projects, services and initiatives to provide information and analysis of personalised arrangements for therapy.
7. Present information and issues, explaining highly complex situations to a wide range of internal and external stakeholders.
8. The post holder will have a caseload and will work under the guidance of SEN Therapies lead Therapist and in conjunction with the Information Officer. To ensure that a portfolio of NHS and independent sector and the work stream of programmes are planned and managed effectively.

Kent County Council

Person Specification: SEN Therapies Case Coordinator

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted. Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none">• Minimum foundation degree level or equivalent
EXPERIENCE	<ul style="list-style-type: none">• Experience working with a wide range of stakeholders from multiple organisations and communicating effectively.• Experience of working with vulnerable children, young people and their families.• Experience or demonstrating an interest, in working in a SEND or health environment
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Good analytical skills with the capacity to analyse data from various sources and use it to make informed decisions.• To communicate effectively, information in a range of appropriate formats fit for intended audience within timescales.• Evidence of being able to work successfully under pressure and on own initiative with good time and resource management skills.• Able to problem solve complex cases• Able to use all IT equipment and software to the level required of the role• Ability to identify risks, anticipate issues and understanding when to act independently or to refer to senior manager.• Ability to work in partnership with other stakeholders and involved practitioners and maintain good working relationships• Must be able to prioritise own work effectively and flexibly
KNOWLEDGE	<ul style="list-style-type: none">• Good knowledge of SEN legislation and its application within the context of Kent• Knowledge of the roles of specialist speech and language therapist, occupational therapist and physiotherapist.

BEHAVIOURS AND KENT VALUES	<p>Kent Values:</p> <p>Open Invite Contribution and Challenge Accountable Conversation and compassion</p> <ul style="list-style-type: none"> • Politeness when dealing with others whatever level, check for mutual understanding <p>Truth and judgement</p> <ul style="list-style-type: none"> • Be truthful, honest and realistic, give reasons for decisions and actions <p>Empowerment and enterprise</p> <ul style="list-style-type: none"> • Value staff contributions, recognise skills, develop people and the business • Have a 'can do' attitude, be positive, deal with things here and now <p>People and partnerships</p> <ul style="list-style-type: none"> • Be visible and approachable to partners, public and staff <p>Character and courage</p> <ul style="list-style-type: none"> • Be proud of the work we do as one council, delivering positive outcomes <p>Outcomes and delivery</p> <ul style="list-style-type: none"> • Understand the priorities and work within the agreed timescales • Look for opportunities to deliver services and developments through joint working <p>Tools and professionalism</p> <ul style="list-style-type: none"> • Ensure that your knowledge and skills are kept up to date • Seeks to drive forward national and local strategies through team and self-motivation • Promotes equality of opportunity for children and young people and KCC colleagues as related to national and local strategies and policies.
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