

Job Description and Person Specification

Designated Social Care Officer (SEND)

A Lambeth to be proud of



Job Title: Designated Social Care Officer (SEND)

Department: Children's Social Care

Division: Early Help, Access and Assessments

Grade: PO6

Reports to: Service Manager, Early Help

Responsible for:

Context

Strategic leadership 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).

Job Purpose

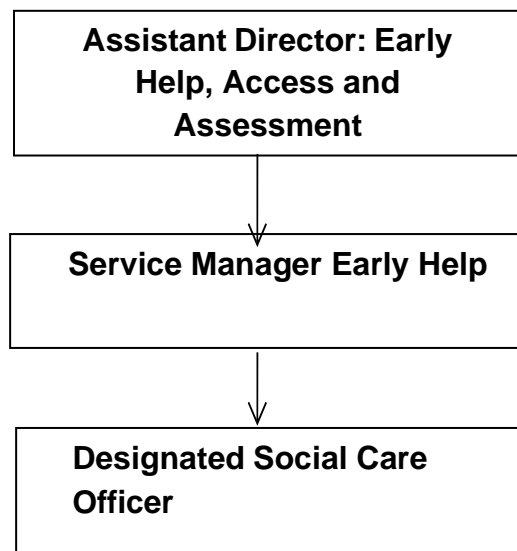
- To inform and influence the direction of wider SEND services through intelligence and insight.
- To have in-depth knowledge and understanding of both social care processes and the SEND reforms agenda and will look to strengthen practice and generate solutions.
- To negotiate with and influence others, build and nurture effective partnerships, working collaboratively with a wide range of stakeholders across the LA and exploiting opportunities for co-production with partners within and outside of the Local Authority including health partners.
- To represent Lambeth Council at key regional and national events and will be a source of expert professional advice on SEND reforms relating to social care within Lambeth and will seek to learn nationally from the evidence base of best practice.

Responsibilities

1. A 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.
2. Contributing to and influencing SEND organisational design and assisting in the development of the All-Age Disability Service as well as work with the whole of Children's Services in respect of children with an EHCP Plan.
3. Establishing and leading a network of social care SEND 'champions' and link workers in the All-Age Disability Service and 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

4. Responsibility for developing social care aspects of the Local Offer that provide relevant advice and information and meet all legislative requirements.
5. Analysing 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.
6. Working collaboratively with social care 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.
7. Operationally to attend as the Social Care lead the weekly all day SEN Panel and to ensure Social Care actions are communicated and followed up from the Panel as well as wider learning from Panel helping to impact practice.
8. Constructively challenging practice, systems, processes and protocols to enhance SEND reform compliance as part of this collaboration.
9. Responsibility for framing social care elements of the local authority's self-evaluation process to ensure readiness for SEND Ofsted & Children's Social Care Ofsted inspections.
10. 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.
11. Contributing to social care workforce development by formulating programme of blended learning/training relating to the SEND reforms across varied audience profile and functions.
12. The duties and responsibilities outlined in this job profile are indicative of the role, however they are not exhaustive and may be subject to change. In addition, you will be required to undertake other reasonable duties as directed by your manager.
13. This post is contracted to Lambeth Children's Social Care department and will be based in the Early Help, Access and Assessment Service.
14. This strategic role will work with our Social Care and Integrated Children's Commissioning and Youth Services departments to develop the social care elements of the SEND strategy across the local authority.
14. The post will work with all Council departments, in particular our Education Service, and NHS Lambeth as well as other partners.
15. The postholder will not hold a budget but will need to have experience and an awareness of the need to work within a tightly controlled budget.

Structure



PERSON SPECIFICATION
Designated Social Care Officer (SEND) PO6

<p>It is essential that in you can meet the following requirements for the role and be able to give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A).</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with "Ticks" (✓) on the person specification when you complete the application form.</p>			Shortlisting Criteria
<i>For link/career graded post, please mark knowledge, experience, and behaviours clearly for each grade.</i>			
Qualification	Q1	Registered Social Worker with the HCPC.	✓A
Key Knowledge	K1	Evidence of knowledge, understanding and practice in relation to the implementation of SEND legislation, particularly within social care	✓A
	K2	An understanding of the framework for information sharing between professionals and agencies in response to contacts, notifications and requests for children's social care service.	
	K3	An understanding of the application of legislation and guidance relating to statutory assessment by social workers, children in need, privately fostered children, looked after children and care leavers.	✓A
	K4	A commitment to, knowledge and understanding of: a. Equal opportunities policy b. Anti-discriminatory practice	✓A
Relevant Experience	E1	Able to act at or exceed the expected capabilities for an Experienced Social Worker.	✓A
	E2	Experience of making professional decisions about the appropriate way of responding to children with SEND who may need assessment and help.	✓A
	E3	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
	E4	Able to take timely action to avoid drift or delay to ensure that children get the assessment, help and intervention they need to ensure that they are protected, and their welfare is promoted.	
	E5	Able to promote user involvement in the delivery, review and design of services.	
Core Values and Behaviours		Equity	

		<ul style="list-style-type: none"> • Listen to the views of others and ask for their opinions making sure that everyone in my team inputs into the things that matter. • Ensure fairness and justice is at the heart of my decision making and support to my team and others. • Take time to build trust, building the respect of our stakeholders and ensuring as a team we take accountability for doing what we agree to do. • Develop others and ensure we work as one team for Lambeth, encouraging everyone to play their part • Take positive action to ensure everyone in my team has opportunities to learn and grow at work • Encourage everyone to be themselves at work and value who they are • I am inclusive and actively celebrate diversity, recognising everyone in my team as individuals. 	
		Kindness <ul style="list-style-type: none"> • Treat each member of my team with respect and dignity just as I would want for myself. • Encourage each member of my team to do their very best work and am available to them to provide support and guidance. • Personalise my support to each team members and look out for them, lending a hand wherever I can • Encourage everyone to try and learn from mistakes and use integrity to take action with my team to put things right together • Work with empathy seeking to understand each and every member of team, their unique perspective and circumstances and ensure everyone is heard • Take the time to communicate, being honest, open and genuine and taking the time to get to know team members as individuals. • Show compassion and patience recognising that everyone in the team has unique experience and celebrating the great work they do for Lambeth. • Look after the health and wellbeing of my team members and encourage open and regular discussions about the issues that impact on them, working together to find solutions. 	
		Accountability <ul style="list-style-type: none"> • I encourage and support my team to do the right thing even when it's tough and we communicate our decisions in a timely way 	

		<ul style="list-style-type: none"> • I ensure my team and employees take individual and collective accountability for performance and delivery, making sure that they have clear plans and performance objectives. • I ensure my team plan ahead, getting the basics right and take swift action when problems arise • I encourage my team to be risk aware and ensuring that our decisions and actions are informed and understood and communicated to others. • I provide regular, timely and constructive feedback to my team members on their performance and behaviours and act quickly when performance is not on track. • I share my learning, knowledge and skills with others thorough coaching and mentoring and encourage others to do the same. • I ensure that my team and I put residents, communities, customers and their needs at the centre of everything we do. • I encourage my team to learn and grow and ask questions to find the information they need to do their jobs 	
		<p>Ambition</p> <ul style="list-style-type: none"> • Am proud of our borough and my team and encourage everyone in the team to aim for the highest possible standards of excellence in everything we do. • Encourage my team to be flexible and try new things when it's appropriate to do so and tell me what could be improved. • Promote a one team for Lambeth approach reaching out to our stakeholders to face our challenges together • Encourage and support my team to be courageous for our residents and communities and stop at nothing to ensure they have the best possible outcomes • I make time for the team to Innovate and look for creative ways to do things better, being curious about possibilities. • Positively challenge and encourage the team to collaborate and look for solutions together across service and team boundaries. • Make time for my team to grow and develop taking advantage of opportunities 	

		to learn from each other and others. We plan our learning and career growth.	
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