

Job Description

Job Title: SEND Caseworker – Grade 7 (35 hours per week, Term time only + 5 INSET days)

FTE £34,236 paid pro rata at approximately £27,792

Main responsibilities:

- Coordinate SEND casework and statutory processes across Altus School, managing an allocated caseload and meeting required timescales.
- Lead and coordinate EHCP annual reviews, ensuring pupil views, family contributions, professional advice and agreed actions inform planning.
- Work closely with the SENCO, SEND Lead Teacher and SEND Administrator, supporting effective multi-agency working and provision for pupils with complex needs.

Key Duties:

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| <ul style="list-style-type: none">• Manage an allocated SEND caseload, maintaining accurate records and completing statutory paperwork within required timescales.• Lead EHCP annual reviews, arranging meetings, collating reports, facilitating discussion, recording outcomes and following up actions.• Support the SENCO and SEND Lead Teacher with EHCP assessments, amendments and consultations.• Monitor EHCP provision, outcomes and recommendations and follow up agreed actions.• Maintain accurate and up-to-date SEND records and case files. | <ul style="list-style-type: none">• Build positive, professional relationships with families and external agencies.• Ensure pupils' views, needs and aspirations are central to SEND planning and review processes.• Work with teaching, pastoral and safeguarding teams to ensure SEND needs are understood and supported.• Monitor SEND deadlines and ensure statutory documentation is accurate and submitted on time.• Prepare reports and information for SEND meetings, reviews and Local Authority requests.• Maintain confidentiality and comply with safeguarding, data |
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• Lead or participate in multi-agency meetings as appropriate. • Coordinate communication between school, parents/carers, the Local Authority, social care, health services and other professionals. • Record, allocate and monitor actions arising from meetings.	protection and SEND requirements. • Identify and escalate concerns about provision, statutory processes or unmet need to the SEND Lead Teacher/SENCO. • Uphold Altus School policies, professional standards and safeguarding procedures, and undertake other reasonable duties appropriate to the role.
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Criteria	Essential	Desirable
Education		
Relevant training or qualifications in SEND, education or related work		D
Knowledge, skills and behavioural attributes		
Good understanding of SEND and EHCP processes	E	
Strong communication, organisation and record-keeping skills	E	
Ability to confidently facilitate professional and multi-agency meetings	E	
Ability to manage competing deadlines and work independently	E	
Understanding of safeguarding and confidentiality	E	
Knowledge of the SEND Code of Practice and Local Authority SEND processes		D
Commitment to pupil-centred, inclusive and professional practice	E	
Experience		
Experience of working with children and young people with SEND and/or complex needs	E	
Experience of working with families and multiple agencies	E	
Experience working in alternative provision or a specialist setting		D
Experience leading EHCP reviews, TAF/TAC or other multi-agency meetings		D
Safeguarding		
Understanding of the responsibility to safeguard and promote the welfare of children and young people	E	
Commitment to complying with school safeguarding and child protection procedures	E	
Professional standards		
Ability to maintain professional boundaries, accurate records and confidentiality	E	