

Job Profile

Job Title: Assessment & Case Coordinator

Job Grade: Level 3 Zone 2

Salary Range: £36,984 - £42,526

About Camden

'Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study, and visit. Because we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all. This role sits within the Education Commissioning and Inclusion part of the Directorate for Supporting People and has a vital part to play to ensure that help and support are provided at the earliest and most appropriate opportunity to avoid the escalation of need. In doing so this addresses Camden's aim that everyone in Camden should thrive and services to address needs should be provided within or as close to Camden as possible.

About the team/service

You will be part of an SEN team which sits within the Special Education and Inclusive Interventions Service. Also within this service are the Educational Psychology Service, the SEN Finance and Data team, the Inclusive Interventions team for early years and the Sensory Support services. This is a high performing service and in the top quartile in the nationally measured data sets.

About the role

As part of the Education Commissioning and Inclusion division, the role is to enact the corporate decisions of Camden Council in its execution of its statutory Special Educational Needs (SEN) responsibilities in accordance with the Children and Families Act (2014) and in line with the SEN Code of Practice (2015). The post holder will work in one of 2 teams with the focus on a particular age group: either 0-14s or 15's – 25s, or as a specialist for children looked after with SEN and are within in responsibilities of Camden Council, thereby developing both a general knowledge and skill set in relation to SEND, and also developing this further in relation to provision and transitions specific to the age groups (that is pre-school, nursery, primary and secondary and then secondary, tertiary, colleges and training agencies and the transfer into adult services).

The role is to develop and maintain close working relationships with a wide range of internal and external partner organisations, pertinent to the work with the age-related team focus for this post, to facilitate educational provision that offers the best outcomes for children. It will involve providing support and challenge settings with regard to approaches to inclusion and the requirements of the SEN Code of Practice, the Special Educational Needs and Disability Act 2001 and the Children's and Families Act 2014.

To work under the direction of a senior SEN officer, and with colleagues in across the Council and our other partners to plan and prepare for the local authority's case in response to internal complaints, the Local Government Ombudsman or Special Educational Needs and Disability Tribunal with regard to decisions on provision/placements. The main purpose of this role is to ensure better outcomes for children and young people in Camden who have special educational needs

About you

- Degree level or equivalent experience in a similar post
- Evidence of relevant continued professional development
- Experience of promoting inclusive practice and a good understanding of the implications for settings and SEND support services.
- A thorough up-to-date knowledge of relevant legislation, statutory guidance and SEND procedures.
- Demonstrable commitment to person centred and outcome focused action.
- Excellent communication and listening skills with the ability to present complex information to a wide range of audiences including school staff; parent/carers/children and young people; senior managers; legal representatives.
- Ability to develop highly effective and positive working relationships with people with a wide range of perspectives.
- Ability to use ICT systems to manage information, prioritise resources and produce analytical reports.
- The ability to work under pressure, to meet deadlines and to work flexibly to meet the demands of the service.
- Excellent self-management and organisational skills
- Commitment to equality of opportunity and the ability

Work Environment:

- The post is based in an open plan office situated at 5 Pancras Square where agile working is the norm.
- It involves travel to meetings at different venues within and outside the borough.

People Management Responsibilities:

None at all

Relationships:

The post involves developing and maintaining positive relationships with a wide range of people including headteachers and Principals of educational settings, children, young people, and their families the local authority and other agency partners.

Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

Is this role Politically Restricted?

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

Diversity & Inclusion

We want Camden Council to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do. Click [Diversity and Inclusion](#) for more information on our commitment.

Agile working

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships; we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

Asking for Adjustments

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG