



Job description	
Job title	SEND Care Advice Co-ordinator
Pay Band	H
Directorate	Childrens Services
Section/team	Early Help & Prevention /SEND
Accountable to	SEND Early Help Integration and Prevention Officer
Date reviewed	April 2019

Purpose of the Job

To ensure that the care needs of children with special educational needs and disabilities are clearly collated and documented within the child's Education, Health and Care Plan.

The post-holder will act as the single point of contact when care advice is required by the Local Authority and ensure the most appropriate practitioner(s) provide the advice whether this is the child's Social Worker or Lead Practitioner.

To ensure that where children are not currently known to Children's Social Care or Early Help services the post holder will be responsible for liaising with the family and any other practitioners who know the child to ensure clear care advice is provided.

Where the child is currently not known the post holder will also ensure that the family are provided with the appropriate information and advice to enable them to access any additional support or services they may require such as Short Breaks.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. Identify the lead practitioner who will provide the care advice as part of the Education, Health and Care Plan assessment and / or review.
2. Where the child is currently not known to either Children's Social Care or Early Help services the post holder will liaise with the family to



understand the care needs for the child.

3. To ensure parents are aware of and are accessing the Local Offer to receive the relevant support that is available to them if required.
4. Where it is evident there are unmet care needs the post holder will consider the need for a further assessment depending upon the threshold of those needs.
5. Where the need for a further assessment is identified to follow local processes to ensure there is an appropriate lead practitioner to carry out the necessary assessment.
6. To work with universal services who may know the child well to gather information to inform the care advice.
7. To provide the care advice in line with the local authority guidelines on quality and ensure the information provided is relevant and proportionate.
8. To be part of any audit process to assess the quality of advice provided as part of the EHCP process.
9. To adopt a person centred approach at all times and ensure the voice of the child and parent is captured within the advice.
10. To have a good understanding of risk and be able to respond appropriately to incidents relating to child protection and safe guarding and maintain client confidentiality and information sharing protocols.
11. To contribute to the protection of the public and the safeguarding of children and young people, taking particular account of policy and procedures on the support and management of young people who are vulnerable or present a risk of harm to others.
12. To maintain accurate, quality and timely records on the Early Help module and actively support the audit process and use analysed findings to improve future practice.
13. To work flexibly to meet the needs of the service. This will encompass some early mornings, evenings and weekend work which may take place in service-users homes.
14. To work flexibly across the Borough.
15. To undertake personal learning and development to address identified learning and development needs of the post holder and the service
16. To carry out all responsibilities with due regard for Knowsley Council's equality and diversity policies and procedures.



17. Actively contribute to the gathering of information from service users and partner agencies to evaluate service delivery and provide evidence of performance against service objectives and inform future service delivery.
18. To undertake any other duties commensurate with the grading of this post, as required by the Executive Director of Children's Services or their delegated Officer.

Health and Safety

- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals in danger.

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.

Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities. Your line manager will discuss your behaviour with you, during your My Time and My Time Extra meetings.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.