

## **Job Description**

### **School Caseworker**

#### **Grade 8**

The postholder reports to the Headteacher, who may delegate this responsibility to an appropriate SLT member. The main contacts of the job are pupils, school Governors, Teachers, school staff, senior officers within the City Council, Elected Members, staff within Multi-Agency Teams, regional/national agencies, local forums, employers, Professional Associations and parent/carers.

#### **Main Purpose of the Job**

To be an advocate for pupils, supporting and promoting their welfare, championing the needs and rights of those who are vulnerable or with complex needs, ensuring that their voices are heard and responded to.

To facilitate collaborative single or multi-agency working to ensure pupils have secure educational settings, are school-ready and are stable or, where possible, moving towards universal provision.

To work collaboratively with parents/carers and agencies to ensure that there are smooth transition processes for all pupils and appropriate progress and achievement by vulnerable pupils.

#### **Main Duties and Responsibilities**

1. To be fully conversant with statutory requirements and procedures relevant to the needs of pupils, and to provide advice about these to a range of stakeholders.
2. To monitor the systems in place to support pupils and report these to the appropriate SLT member and/or lead professional.
3. To facilitate the provision of and access to support for pupils from the most appropriate specialist multi-agency resources in the City Council using appropriate tools and processes, including the Common Assessment Framework and Capita 1 (EMS).
4. To ensure educational placements in school are sustainable and provide/facilitate support where appropriate.
5. To identify where additional support/services may be required and put processes in place to broker their involvement, including developing strong links with District Multi-Agency Teams.
6. To monitor the progress of pupils, acting where appropriate to ensure effective interagency support for that individual.

7. To challenge and support school, governors, parents/carers and agencies to improve outcomes for pupils.
8. To liaise closely with schools and settings, and parents/carers to develop and provide packages of support for pupils.
9. To contribute to the development of appropriate casework tools and processes, including the Common Assessment Framework and Capita One (EMS).
10. To contribute to capacity building through training programmes for school, parent/carers and staff involved in casework.
11. To have due regard to school policies, business and other plans, strategies and objectives
12. To undertake home visits as required.
13. To actively promote equal opportunities and support the delivery of services which are accessible and appropriate to the diverse needs of service users.
14. To converse at ease and provide advice in accurate spoken English is essential for the post.

**Where the postholder is disabled, every effort will be made to fully supply all the necessary aids and adaptations or equipment to allow them to successfully carry out the full duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.**

## **Person Specification**

### **School Caseworker**

#### **Grade 8**

#### **For this job we are looking for:**

Substantial experience of working with parent/carers, children and young people and/or schools and settings.

Experience, knowledge and understanding of appropriate current relevant legislation, policy and guidance documents, including the Common Assessment Framework, Child Protection, Children's Acts, Youth Matters etc.

Experience of developing, delivering and evaluating training.

Excellent oral and written communication skills and the ability to interpret and articulate complex information to people at all levels.

Demonstrable problem solving, decision making, influencing and analytical skills.

Experience of working openly and collaboratively with multi agency colleagues and professionals and understanding of the issues around confidentiality.

Excellent presentation and facilitation skills for meetings with individuals and groups.

Demonstrable ability to deal calmly with confrontation and to recognise and clarify misunderstandings.

Advanced IT skills, including word processing and database use.

Ability to plan, prioritise and organise own work efficiently and effectively in order to meet deadlines.

Ability to manage a range of tasks and multiple priorities with confidence.

Ability to travel to various sites.

The roleholder must have a command of spoken English which is sufficient to enable the effective performance of the role, including the ability to speak with confidence and accuracy and the ability to listen and respond appropriately dependent on the audience.

#### **Personal Style and Behaviour**

Tact and diplomacy in all interpersonal relationships with the public and colleagues.

Ability to establish and maintain positive relationships that generate confidence and respect.

Self-motivation and personal drive to complete tasks to required timescales and quality standards, with an appropriate awareness of confidentiality.

Ongoing commitment to inclusive education practices and equality of opportunity.

The flexibility to adapt to changing workload demands and new organisational challenges.

Drive, tenacity, and an ability to maintain focus, objectivity and sound judgement under complex conditions to achieve desired outcomes.

Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of pupils.

Personal commitment to continuous self and service development.

Team player with a positive attitude and the ability to inspire and motivate.

A positive commitment to the implementation of Equal Opportunities through all aspects of work.

Willingness to comply with all school policies.

Be willing to consent to and apply for an enhanced disclosure check to the DBS (Disclosure and Barring Service).