



ID: 1137 **SEND Information and Advice Support Caseworker**
Harrow SENDIAS

Salary: starting at £26,743 FTE per annum, raising to £29,251 FTE per annum
£16,045.80 to £17,550.60 per annum for 22.2 hours per week
inclusive of Outer London Weighting

Location: Harrow, HA3

Hours: part-time (22.2 hours per week)

Contract: Fixed Term Contract until 30th October 2024
with the possibility of a 1 year extension subject to funding.

Family Action & the Role's Impact:

Family Action is a registered charity, building stronger families since 1869. Today we work with more than 60,000 families in over 150 community based services, as well as supporting thousands more through national programmes and grants. We transform lives by providing practical, emotional and financial support to those who are experiencing poverty, disadvantage and social isolation.

Are you interested in making a difference in the lives of children and young people with SEND and do you have experience in working with them and their Families? IF so, you may be exactly who we are looking For

Harrow SENDIAS aim to empower parents/carers and young people with special educational needs & disabilities, by providing free impartial information and advice relating to education, health and social care, and to make SEND issues everybody's business. The service provides a variety of support, including support for EHC meetings and annual reviews; support for meetings with schools and the Local Authority, outreach support and training and awareness raising for other local services and stakeholders. This is an exciting time to join as we develop the service You will also promote a positive image of Family Action, representing the organisation and Harrow SENDIAS to service users, families, volunteers, and external professionals.

Main Responsibilities & Requirements (also, see job description & person specification)

- You will have experience in direct work with families of children and young people with SEND and a focus on empowering them.
- With a client-facing approach, you will be passionate about engaging parents and young people in all aspects of our work including co-production.
- You will deliver casework, inform parents, children and young people who reside in Harrow, of their rights as regards the SEND process, by keeping abreast of education and other relevant legislation and SEND policy.
- You will support their navigation through the SEND assessment process empowering them to express their views and needs.
- You will work with families and other stakeholders to achieve the best outcomes for the education, health and care of the child/young person concerned.
- We welcome applications from candidates who are bilingual, particularly from candidates who speak one of the most common languages in Harrow (most common languages in Harrow currently are Polish, Punjabi, Somali, Arabic, Urdu, Hindi, Tamil, Persian/Farsi, Gujarati, Pashto).
- Appointments are subject to Family Action receiving a satisfactory disclosure from the Disclosure and Barring Service.



- Administration skills with strong attention to detail.
- Ability to organise workload, meet competing priorities and flexibility to adapt to changing work schedules.
- Ability to build positive relationships, communicate effectively, and work collaboratively with diverse stakeholders and teams.
- Commitment to equal opportunities, diversity and equality.
- Ability to align with and support Family Action's mission and values.

Benefits:

- an annual paid leave entitlement that commences at 25 working days, rising each April by one day, subject to a maximum of 30 working days plus bank holidays
- up to 6% matched-pension contributions
- flexible working arrangements and new starters have the right to make flexible working requests from day one of employment
- enhanced paid sick leave and paid family leave provisions
- eye care and winter flu jabs vouchers
- cycle to work scheme
- investing in your professional development with ongoing quality training and career development opportunities

We are forward looking, ambitious and committed to continuous improvement. We are a people focused, can-do organisation, which strives for excellence in all we do and operates with mutual respect. **To Apply:**

- **Complete:** the [Application Form](#) and send to: completed.application1@family-action.org.uk
- **Closing Date :** Thursday 4th April 2024 at 9am
- **To learn more about Family Action:** [Recruitment Pack](#)
- **To learn more about our terms & conditions:** [Summary Terms & Conditions of Employment](#)
- **To help us fulfil our commitment to diversity and promoting equal opportunities:** complete our anonymous [Equality & Diversity Monitoring Information survey](#)

For direct queries or if you would like to discuss any aspect of the selection process or flexible working requests, please email:

Nathalie.mcintosh@Family-action.org.uk

Linda.andrew@family-action.org.uk

Our commitment to Equality, Diversity & Inclusion:

We are happy to consider any reasonable adjustments that candidates may need during the recruitment process and you will be asked whether you require any adjustments if shortlisted for interview. We also make reasonable adjustments on the job, where required.

We are committed to Equality, Diversity & Inclusion in all that we do and welcome applications from all sections of the community. We particularly welcome applications from Black, Asian and minority ethnic candidates, LGBTQIA+ candidates and candidates with disabilities because we are committed to increasing the representation of these groups at Family Action. We know that greater diversity will lead to even greater results for families and children and strive for our workforce to be truly representative of the diverse communities we support. We offer a guaranteed interview scheme for disabled applicants and will reimburse your travel cost if you attend an interview.