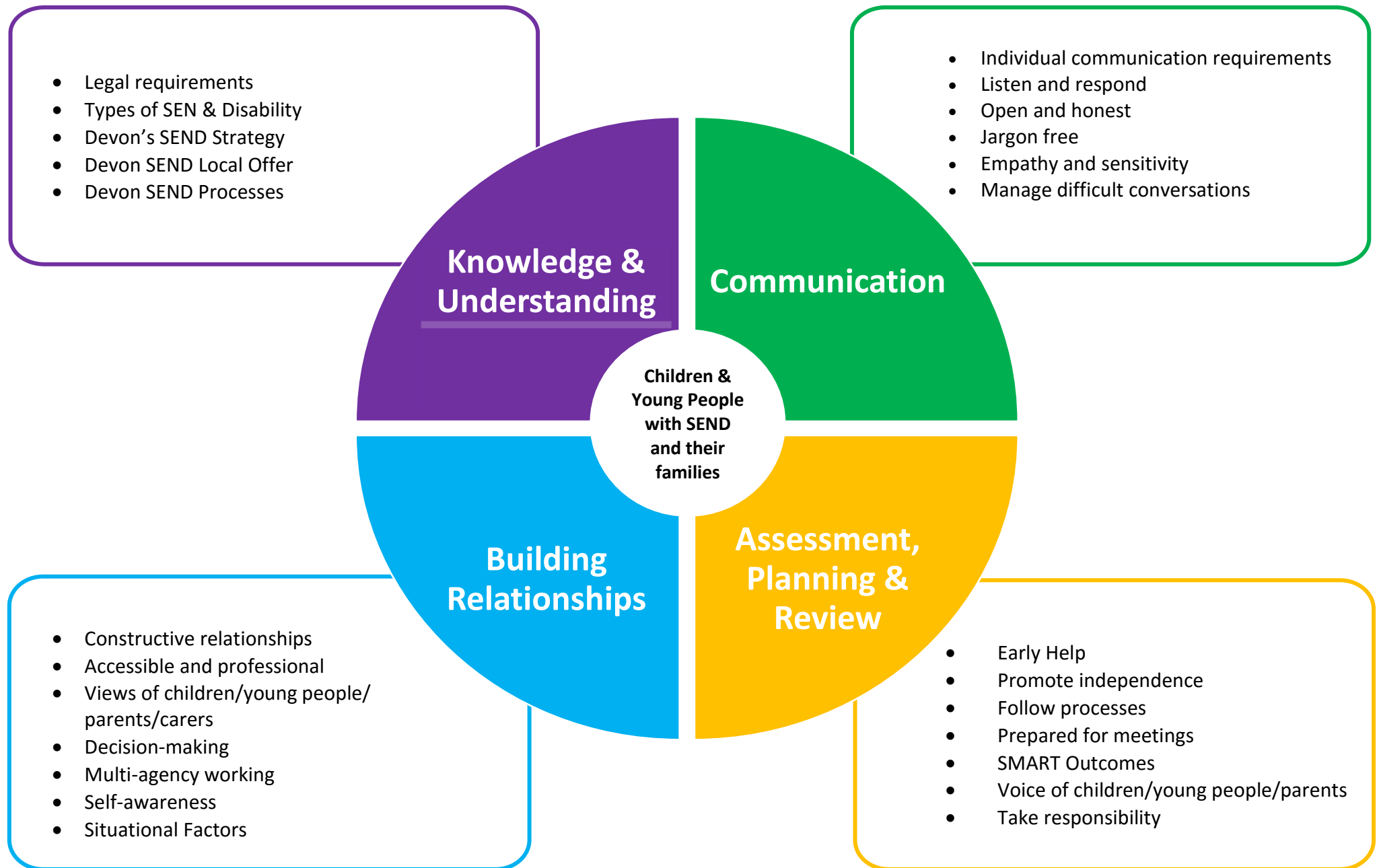


# Meeting the needs of children and young people with SEND in Devon

A Core Competency Framework for all staff working with SEND families



# Meeting the needs of children and young people with SEND in Devon

## A Core Competency Framework for all staff working with SEND families

The key message from the SEND Code of Practice 2014 is that **everyone** is responsible for meeting the needs of children and young people and working in partnership with families.

This document aims to highlight core competencies (key areas of knowledge and understanding, skills and abilities) to ensure we collectively meet the needs of children and young people with SEND and their families in Devon.

The list of resources is not exhaustive, but aims to offer an overview of:

- Key legislation;
- National guidance;
- Local policy, practice and information from across Education, Health and Social Care.

### **You could use this document:**

- For all staff to individually self-assess and develop their knowledge and skills, and to establish a baseline during induction;
- To support newly qualified members of staff;
- To supplement job descriptions or person specifications;
- For leaders and managers to have an overview of the core competencies all staff should be working towards;
- For discussion and reflection during your organisation's meetings, internal training or in supervision and appraisal;
- For identifying areas for future training or continuous professional development.

To give feedback on this document, please contact [sendimprovementprogramme@devon.gov.uk](mailto:sendimprovementprogramme@devon.gov.uk)

# Meeting the needs of children and young people with SEND in Devon

A Core Competency Framework for all staff working with SEND families

Competency	Description	Resources / Sources Of Information
<b>Knowledge &amp; Understanding</b>  <i>To have sufficient knowledge &amp; understanding to know what action to take and when</i>	<ul style="list-style-type: none"> <li>General understanding of SEND and relevant legislation</li> </ul>	<a href="#">Children and Families Act 2014 (Part 3)</a> <a href="#">SEND Code of Practice 2014</a> <a href="#">Summary of the SEND Code of Practice - NASEN</a> <a href="#">Mental Capacity Act</a> <a href="#">Care Act – Transitions and Preparing for Adulthood</a>
	<ul style="list-style-type: none"> <li>Understanding that different situations may impact on children and young people with SEND and how they behave</li> </ul>	<a href="#">Disability Rights</a> <a href="#">Disability Matters</a>
	<ul style="list-style-type: none"> <li>Understanding of the Social Model of Disability</li> </ul>	<a href="#">Social Model of Disability - SCOPE</a>
	<ul style="list-style-type: none"> <li>Knowledge and understanding of typical child development</li> <li>Knowledge and basic understanding of the types of Special Educational Needs and Disabilities</li> <li>Basic understanding of each organisation's roles and responsibilities</li> </ul>	<a href="#">NHS Tools birth - 5 development</a> <a href="#">What Is SEND?</a> <a href="#">SEND Code of Practice- Guide for Health Professionals</a> <a href="#">SEND Code of Practice- Guide for Social Care Professionals</a> <a href="#">SEND Code of Practice- Guide for parents and carers</a> <a href="#">NASEN Summary of the SEND Code of Practice</a> <a href="#">Communicating the Code</a> <a href="#">Definitions of key SEND vocabulary for participation</a> <a href="#">SEND vocabulary from NASEN</a> <a href="#">National SENCo Award, Plymouth University</a> <a href="#">Futurelearn- free online resources</a>
	<ul style="list-style-type: none"> <li>Basic knowledge of Devon's SEND Strategy</li> <li>Understanding of what the SEND Local Offer is, and where to find information about local support and services.</li> <li>Knowledge of Devon's SEND processes, including early identification, graduated response and statutory EHCPs</li> </ul>	<a href="#">Devon SEND Strategy</a> <a href="#">Devon SEND Local Offer Front Page</a> <a href="#">Devon Children and Families Partnership</a> <a href="#">Devon SEND Processes documents and guidance</a> <a href="#">Guidance on Inclusion / Exclusion for Schools in Devon</a>

# Meeting the needs of children and young people with SEND in Devon

A Core Competency Framework for all staff working with SEND families

Competency	Description	Resources / Sources Of Information
<b>Communication</b>  <i>To be able to communicate effectively to understand and be understood</i>	<ul style="list-style-type: none"> <li>• Ability to understand and respond to the individual communication requirements of children and young people with SEND, and their parents/carers</li> <li>• Ability to listen and respond to concerns raised about children and young people with SEND by parents/carers</li> <li>• Ability to communicate effectively with children, young people and their families in an open and honest way without jargon</li> <li>• Ability to empathise with others and put yourself in the shoes of children and their families</li> <li>• Sensitivity about what you say and how you say it</li> <li>• Ability to produce factual and evidence-based reports</li> <li>• Ability to manage difficult conversations</li> <li>• Ensuring effective communication with colleagues, including handover, so that families ideally tell their story only once</li> </ul>	<p>Own organisation's CPD</p> <p><a href="#">DIAS information leaflets</a></p> <p><a href="#">DIAS fact sheets</a></p> <p><a href="#">DIAS Training for parents/carers and professionals</a></p> <p><a href="#">DIAS Making Meetings Work</a></p> <p><a href="#">NASEN working in partnership with parents and carers</a></p> <p><a href="#">Routledge Communication Skills</a></p> <p><a href="#">The Communication Trust- talking to parents' video</a></p> <p><a href="#">Good practice example- when GPs and SENCOs work together</a></p> <p><a href="#">Council for Disabled Children</a></p>

# Meeting the needs of children and young people with SEND in Devon

A Core Competency Framework for all staff working with SEND families

Competency	Description	Resources / Sources Of Information
<b>Building Relationships</b>  <i>To build constructive relationships which promote trust and co-operation</i>	<ul style="list-style-type: none"> <li>Actively seeking the views, interests and aspirations of children and young people with SEND and their parents/carers</li> <li>Demonstrating the involvement of children and young people with SEND and their families in planning their support</li> </ul>	<a href="#">Participation - Council for Disabled Children</a> <a href="#">Let's Listen to Early Years Children</a> <a href="#">All About Me - capturing child's views</a> <a href="#">This is Me - capturing young person's views</a> <a href="#">Video introduction to Learn to Live Model</a> <a href="#">Listen to Me- completed example</a> <a href="#">Ready Steady Go- Transitioning to Adult Care</a>
	<ul style="list-style-type: none"> <li>Recognising and respecting the experience and knowledge which parents have of their child</li> <li>Ability to see children/young people within their family context</li> </ul>	<a href="#">The Communication Trust- talking to parents' video</a> <a href="#">Working in partnership with parents and carers - NASEN</a> <a href="#">SEN and parental engagement - Secondary Education best practice</a> <a href="#">All About My Child- capturing parent's views</a>
	<ul style="list-style-type: none"> <li>Building positive and constructive relationships with those involved in decision making</li> </ul>	<a href="#">Communicating Effectively</a> <a href="#">Babcock LDP</a> <a href="#">Devon Integrated Children's Services Directory</a> <a href="#">0-25 SEN Team</a>
	<ul style="list-style-type: none"> <li>Showing a commitment to contribute to multi-agency support for children and young people with SEND</li> <li>Self-awareness and understanding of how others perceive you</li> <li>Ability to work effectively with other organisations and individuals</li> </ul>	<a href="#">Good practice example- when GPs and SENCOs work together</a>
	<ul style="list-style-type: none"> <li>Ensuring coordinated approach via lead professional acting as single main point of contact</li> <li>Having a welcoming, accessible and professional approach</li> </ul>	<a href="#">Working together to safeguard children 2018 (draft)</a> <a href="#">NASEN Role of the SENCO</a> <a href="#">SEND gateway leadership</a>

# Meeting the needs of children and young people with SEND in Devon

A Core Competency Framework for all staff working with SEND families

Competency	Description	Resources / Sources Of Information
<b>Assessment, Planning and Review</b>  <i>To contribute to assessment and planning processes which provide a co-ordinated response to the needs of SEND children/young people</i>	<ul style="list-style-type: none"> <li>Demonstrating a commitment to Early Help</li> </ul>	<a href="#">Early Help</a> <a href="#">Universal Provision Audit</a>
	<ul style="list-style-type: none"> <li>Ability to promote the independence and aspirations of individual children and young people with SEND</li> </ul>	<a href="#">Ready Steady Go- Transition to Adult Care</a>
	<ul style="list-style-type: none"> <li>Ability to identify presenting needs in children/young people with SEND</li> <li>Understanding of own organisation's assessment and review processes</li> </ul>	<a href="#">Graduated Response - Early Years</a> <a href="#">Graduated Response KS1 - Identification of Need</a> <a href="#">Graduated Response KS1 - Plan, Do and Review</a> <a href="#">Graduated Response KS2 - Identification of Need</a> <a href="#">Graduated Response KS2 - Plan, Do and Review</a> <a href="#">Graduated Response KS3&amp;4 - Identification of Need</a> <a href="#">Graduated Response KS3&amp;4 - Plan, Do and Review</a> <a href="#">The Communication Trust- beyond measure. Information for Foundation Stage staff</a>
	<ul style="list-style-type: none"> <li>Ensuring effective meetings including preparation and follow-up</li> </ul>	<a href="#">DIAS Training for professionals</a>
	<ul style="list-style-type: none"> <li>Understanding of SEND Support and Education, Health and Care Plans (EHCP)</li> </ul>	<a href="#">SEND Local Offer: Support available in schools</a> <a href="#">EHC needs assessment requests</a> <a href="#">Annual Review forms</a>
	<ul style="list-style-type: none"> <li>Ability to write SMART outcomes</li> </ul>	<a href="#">SMART outcomes</a> <a href="#">Writing Outcomes for EHCP</a> <a href="#">Council for Disabled Children Good examples of outcomes</a>

# Meeting the needs of children and young people with SEND in Devon

A Core Competency Framework for all staff working with SEND families

Competency	Description	Resources / Sources Of Information
	<ul style="list-style-type: none"><li>• Understanding the limits of your knowledge, an openness to learn from others, and knowing when/how to make a referral to specialist or other services</li><li>• Ensuring the voice of children and young people with SEND, and their parents, is evidenced in all assessment and planning processes</li><li>• Taking responsibility for your own, and your organisation's, actions</li></ul>	<a href="#">SEN Helpline for professionals</a> <a href="#">NASEN working in partnership with parents and carers</a> <a href="#">Council for Disabled Children- participation</a> <a href="#">Early Help Request for additional services form</a> <a href="#">Integrated Children's Services referral guidance</a> <a href="#">Babcock LDP referral form</a>