

LEAD DEVELOPMENT WORKER

Job Description

Hours: 20 hours per month

Salary: £18 per hour

Based in our office at Alkmaar Way, Norwich

Norfolk SEN Network currently has 4 Development Workers working a variety of hours across the county. You will:

1. Supervise and support all Development Workers and the Administrator.
2. Check in weekly with each Development Worker to ensure that the cases they are managing are moving forward.
3. Hold monthly meetings with each Development Worker to go through their cases in detail and check they are following appropriate procedures.
4. To cover cases for Development Workers when they are unable to do so due to sickness or other commitments.
5. To reallocate the cases currently managed by the Senior Development Worker to other Development Workers.
6. Write a report for Trustee and Committee meetings to include the number of cases Development Workers are working on, new cases, tribunals and highlight any concerns, trends etc.
7. Any other work specified by the Trustees.

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