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Royal Borough
of Windsor &
Maidenhead

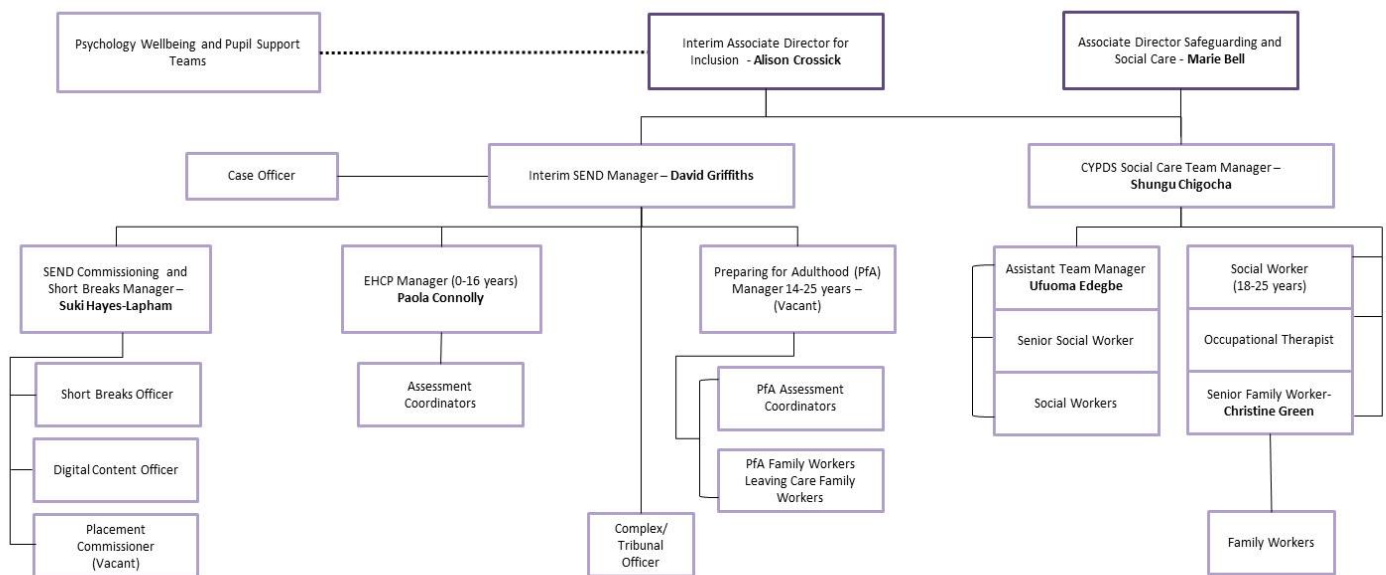


Children & Young People's Disability Service

Structure and Roles



**achieving
for children**



CYPDS Telephone Contact List

Name	Job Role	Mobile	Ext
Alison Crossick	Associate Director for Inclusion	07747 476 636	3794
Amanda Harvey	Family Worker	07702 616 337	6455
Baljeet Hodges	Social Worker	07796 611 387	2973
Charlotte Lee	Social Worker	07864 620 173	5934
Chloe Brown	Assessment Co-ordinator	07923 241 072	6438
Chloe Gorrod	Family Worker - FHP	0788 403748	N/A
Christina Hall	Assessment Co-ordinator	07710 117 628	3985
Christine Green	Family Worker	07889 403 747	3927
David Griffiths	SEND Business Manager	07923 241 069	6543
Diana Brooke	Family Worker - PFA	07876 138 820	5847
Georgina Creese	Assessment Co-ordinator	07923 241 073	5882
Hannah Golec	Business Support Team Leader – CYPDS, Early Help & Education	07714 839 397	6756
Joanne Dixon	Assessment Co-ordinator	TBC	TBC
Linda Hutchinson	Administrator Assistant	N/A	5955
Liz Spencer	Family Worker Leaving Care	07747 765 474	6074
Madiyah Salar	PFA Assessment Co-ordinator	07923 241 070	6152
Manjit Atwal	Social Worker	07973 814 757	6777
Manjit Kundi	Business Support Officer	N/A	6092
Marie Bell	Associate Director for Safeguarding and Children in Care	07816 535 866	5942
Marilyn Reeve	Adult Social Social Worker	07395 283 485	5811
Mel Smart	Family Worker	07894 237393	5822
Nina Bains	Case Officer	N/A	3148
Paola Connolly	0-16 EHCP Manager	07849 303 759	5899
Paul Addison	Adult Social Worker	07719 989 786	6426
Rhiannon Stokes	Social Worker	07732 802 167	5876
Robbie Burley	SEND Support Officer	N/A	5878
Shaheb Khan	Digital Content Officer	07591 381 487	6045
Shungu Chigocha	Team Manager, EHSC	07795 565 206	3305
Suki Hayes-Lapham	SEND Commissioning and Short Breaks Manager	07894 237 390	3537
Tahira Khan	Family Worker	07789 650 894	5846
Uche Okoli	Assessment Coordinator	07871 617 724	6908
Ufuoma Edegbe	Assistant Team Manager	07704 300 089	6639
Vijay Puriji	Occupational Therapist	07719989782	5820

 Email: cypds@achievingforchildren.org.uk
 Reception: 5756
 Duty: 6751

 Main: 01628 685878
 SPA: 3106
 Transport: 6179

Children and Young People with Disability Service Job Descriptions

Associate Director for Inclusion is part of the Senior Management Team for Achieving for Children (providing Children's Services for the Royal Borough of Windsor and Maidenhead). This person is responsible for managing the Children and Young People's Disability Service (CYPDS) along with the Educational Psychology Service and other teams, supporting schools and early years with a focus on our vulnerable children and young people and those with special educational needs and disabilities.

CYPDS work with children and young people with disabilities up to 25 years and covers a number of areas including;

Education, Health and Care Plan (EHCP) process

Social Care and Short Breaks for children and young people with disabilities

Preparing for Adulthood

The Local Offer

Education, Health & Care Plans

Special Educational Needs and Disabilities (SEND) Business Manager has the responsibility to manage the business cycle of the SEND team, ensuring that all Education, Health and Care Plans are person centred and issued within statutory timescales. They maintain strategic relationships with health, social care and educational psychology. They line manage the Preparing for Adulthood Manager, the SEN Commissioning and Short Break Manager, Assessment Coordinators, Complex/Tribunal Officer and Case Officer.

Assessment Coordinator has the responsibility to coordinate, write and update all aspects of a Education, Health Care Plan, from initial assessment through to ceasing at the end of education, by building positive relationships with families, social care, health, schools, educational psychology.

Annual Review Coordinator manages the cycle of annual reviews, keeping assessment coordinators and schools apprised of annual review dates and actions.

Complex Case Officer manages the work flow for all Tribunals and Mediations, from notification at Local Authority through to conclusion, whether at court or through negotiation, by building positive relationships with families, social care, health, schools, educational psychology.

Case Officer coordinates all aspects of new requests for Education, Health and Care Plans, managing the information flow, keeping records up to date and managing and recording decisions from Panel A and B.

Preparing for Adulthood

Preparing for Adulthood (PfA) Manager has the responsibility to oversee all aspects of Preparing for Adulthood to make sure all social care adult assessments are completed within time scales and all young people transitioning have finalised placements by the end of March each year. The PfA manager is responsible for the PfA Assessment Coordinator, family workers and liaises with the adult social workers and the leaving care team. The PfA Manager commissions high needs placements and works with professional bodies to acquire appropriate study programmes for young people.

Leaving Care/Family Workers undertakes or is involved in targeted pieces of work and holistic assessments of young people aged 16 - 25 years with SEND who are Care Leavers or have a current plan. The role is to ensure that assessments reflect the voice of the young person and where appropriate that of the wider family. They also support young people to access relevant services and support college placements.

Assessment Coordinator PfA has the responsibility to coordinate, write and update all aspects of a Education, Health Care Plan, for 16 - 25 year olds, by building positive relationships with families, social care, health, colleges, schools and educational psychology.

Social Care for Children & Young people with Disabilities

Team Manager for Social Care has the responsibility to oversee all aspects of social care. This includes ensuring all assessments are completed in time scales to support all children and young people lead safe, independent and fulfilled lives until they reach stability in early adulthood. The team manager is responsible for the CYPD social workers, family workers and occupational therapist.

Social Workers within the Children and Young People Disability Service have the responsibility of helping children and young people with disabilities to lead safe, independent and fulfilled lives until they reach stability in early adulthood. They have the responsibility to complete statutory timescales and to safeguard all children and young people.

Senior Family Worker within the Children and Young People Disability Service has the lead responsibility for managing a team of Family Workers who work in close partnership with families to undertake or be involved in targeted pieces of work or holistic assessments of children and young people aged 0-25 years with SEND. The Senior Family Worker also oversees the Contact Service and manages the Contact Co-ordinator's.

Family Worker works in close partnership with families to undertake or be involved in holistic assessments of children and young people aged 0-25 years with special educational needs and/ or a disability. Following the outcome of the assessment the family worker will work closely with the family to achieve the identified outcomes; this could include undertaking direct work with children, young people and their families which could include building family resilience for example.

Occupational Therapist assesses the long term needs of a child or young person and their carer in relation to their needs in the home. After an initial assessment, equipment or adaptations to the child or young person's home are recommended to increase the child or young person's safety and independence.

Specialist Resources

SEN Commissioning and Short Break Manager is responsible for all aspects of short breaks within the Children and Young People Disability Service. The manager is responsible for recording and monitoring all short breaks, plus reviewing and commissioning specialist services. The Manager also oversees the Local Offer and the Digital Content Officer.

Digital Content Officer is responsible for managing the upkeep and content of the Local Offer. Providing clear, comprehensive, accessible and up to date information about the available provision and how to access it, by being responsive to local needs and aspirations through direct involvement of children and young people with special educational needs and disabilities, their parents and service providers in its development and review.

Support team

Business Support provide administrative support to the Children and Young People Disability Service for our children, young people and their families. They are the first point of contact; answering all incoming telephone calls and responding to incoming inquiries for cypds@achievingforchildren.org.uk