



Job Profile

JOB TITLE:	Senior EHC Coordinator
GRADE:	POB
POST NO:	
JOB TIER:	5
DBS CHECK:	Enhanced
DIRECTORATE:	Education and SEND
SERVICE:	Children Services

REPORTING STRUCTURE

Reports to:	SEND Team Manager
Direct Reports:	4
Indirect Reports:	0

ROLE PURPOSE:

Management of SEND team, ensuring agreed team plans and performance targets are delivered and that a culture of 'putting our residents first' is maintained.

Responsible for:

- Holding a complex caseload of children and young people (CYP) with special educational needs and disability (SEND) and ensuring the statutory assessment process from 0 to 25 is undertaken within the statutory deadlines;

- Representing the local authority at SRP/special school intake Panels and to coordinate the 'phase transfer' process for children and young people with Education Health and Care Plans;
- Ensuring resources are allocated to CYP with EHC Plans in accordance with guidelines including a personal budget where appropriate;
- Ensuring all transitions between education and life phases are well managed and seamless;
- Providing/arranging conciliation or mediation where conflict exists;
- Supporting in the management and representation of Special Educational Needs Tribunals as required;
- Deputising for the SEND Team Manager as required

Job Description

This profile/JD is not intended to be an exhaustive list of duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of this role.

1. Resident & Community Contribution

- Ensure CYP and their parents/carers are supported, where appropriate, to lead as safe and independent lives as possible.
- To demonstrate understanding of the Council's *Customer Care Standards* and ensure that these standards are met in order to deliver the Council vision of 'putting our residents first'.

2. People Management

- To be responsible for the selection, development and performance of the SEND team in line with the Council's HR policies.
- To ensure all team members receive the appropriate level of communication to maintain engagement with the Council's vision, priorities and activities.
- To be responsible for maintaining a safe and healthy working environment in line with Health & Safety at Work Act (1974).
- This role has line management responsibility for SEND Review Officers within the SEND Team.
- This role will provide casework supervision to EHC Co-ordinators.

3. Operational Service Delivery

- Undertake key working functions for a complex caseload of CYP with SEND aged 0 to 25 who are under EHC assessment or with an EHC plan. In particular this will include:
 - a) being a single point of regular and consistent contact for the CYP and parents/carers during the statutory assessment process;
 - b) facilitating multi-agency meetings;
 - c) co-ordinating services and practitioners around the CYP and family;
 - d) supporting a single planning and joint assessment process;
 - e) providing information and signposting where necessary;
 - f) providing emotional and practical support as required as part of a trusting relationship;
 - g) enabling and empowering the CYP and their parents/carers to make decisions and where appropriate to make effective use of a personal budget.

- Ensure that all EHC assessments are undertaken within the statutory deadlines and guidelines;
- Write/draft outcome focussed EHC Plans based on evidence from CYP, their parents/carers, schools and other education settings, educational psychologists, medical officers including therapists, social workers and any other professionals involved with the CYP;
- Ensure that draft EHC Plans are taken through appropriate decision making processes to agree the allocation of resources;
- Ensure information is recorded on appropriate databases/systems and records are kept up to date and accurate;
- Attend annual review meetings on behalf of the Local Authority and ensure these are person centred and focussed on achieving the outcomes for the CYP;
- Represent the Local Authority at SRP/Special School intake Panels and to coordinate the phase transfer process for children and young people with Education Health and Care Plans;
- Ensure transitions between educational and life phases are managed effectively and seamlessly with any statutory deadlines being met;
- Prepare for and represent the Local Authority at SEND Tribunals and ensure any directions are carried out;
- Organise and support Local Authority witnesses for attendance at Tribunal hearings, including giving a legal briefing to individuals of interest within the Local Authority;
- Draft responses for the SEN Team Manager in relation to any Members' enquiries, complaints, Ombudsman investigations;
- Ensure CYP's welfare remains paramount and adhere to responsibilities and timelines within the Code of Practice for Special Educational Needs, Working Together to Safeguard Children and Local Safeguarding Board procedures.

4. Service Planning & Development

- Ensure that an annual Team Plan, aligned to the Group / Service Plan(s), is developed, agreed and communicated to team members in a timely manner.
- Ensure clear Service Level Agreements (SLA's) are in place where appropriate, covering all aspects of service delivery with performance and response levels, together with the escalation process if SLA's are not met.

- Maintain a current service workforce plan including a succession plan for all key roles within own team.
- Maintain knowledge of the current Team Plan and understanding of own contribution in order to ensure delivery of this plan.
- Contribute to the overall policy development for SEND in the Council.
- Support local education settings to make provision for a wider number of CYP with SEND with a focus on independence for life.

5. Financial & Resource Management

- To take responsibility for the effective management of the allocated department / team budget.
- To ensure all purchasing and procurement is conducted in line with the corporate guidelines with appropriate use of the Council's financial systems.
- To ensure that all workforce expenditure is compliant with corporate guidance and that any temporary resource is purchased through the Council's agency contracts.
- Demonstrate cost-consciousness and identify any cost effective changes to own way of working and in arranging provision for CYP with SEND.

6. Service Improvement

- Implement continuous monitoring of team and individual performance and productivity to ensure the delivery of Service Level Agreements (SLA's) are maximised.
- Manage the implementation of improvement initiatives and change programmes using the Council's Project Management and Service Improvement methodologies.
- Identify and suggest any improvements to current ways of working in order to deliver a more efficient and effective service for customers.
- Support local and national initiatives to ensure change is implemented and embedded as effectively as possible with minimum disruption to 'business as usual'.
- To take responsibility for own development, ensuring that personal knowledge is up to date with all current legislation and Government guidance relating to SEND

- Identify and suggest any improvements to current ways of working in order to deliver a more efficient and effective service for customers.
- To take responsibility for keeping the SEND Service up to date on case law in relation to SEND that must be taken into consideration when making Local Authority decisions

7. Contacts

- Primary contact will be with other officers within the Council, and service users / residents and their representative bodies. To include who the contacts are and nature of interaction.
- Primary and secondary health managers and staff, other public sector agencies e.g. Department for Education, voluntary organisations and community groups.

8. Additional Responsibilities

- Complete other reasonable tasks in order to fulfil role purpose or as instructed by management.
- You may be required to undertake periods of on call which are related to your role

9. Key Performance Indicators

- Comply with statutory performance frameworks including statutory time limits in relation to SEND.
- A satisfactory level (to be determined by the Head of SEND Service) of Tribunal cases against Local Authority decisions are upheld
- Ensure the SEND Team meets its internal KPIs (set by the Head of SEND Service) for the level of EHC Plans completed within statutory timescales.

Person Specification

Senior EHC Co-ordinator

This person specification will be used for recruitment to this vacancy in LBH. It will form the basis of the application form, and candidates will be also assessed against aspects of this person specification at interview.

1. QUALIFICATIONS	ESSENTIAL ✓	DESIRABLE ✓
Educated to degree level of equivalent	✓	
BTEC Level 3 SEN Casework Award		✓
Evidence of continuing professional development	✓	
2. STATUTORY or ROLE SPECIFIC REQUIREMENTS	ESSENTIAL ✓	DESIRABLE ✓
Experience of the statutory SEN framework and knowledge of the new legislation	✓	
3. EXPERIENCE	ESSENTIAL ✓	DESIRABLE ✓
Considerable experience of working with disabled children and/or young people and their families	✓	
Experience of partnership working with diverse organisations	✓	
Evidence of working with Headteachers and senior managers in schools/colleges	✓	
Evidence of success in developing and sustaining effective working relationships and communications with parents/carers and children/young people with SEND	✓	
Experience of chairing multi-agency meetings		✓
Experience of writing Statements of Special Educational Needs, Learning Difficulty Assessments and/or Education, Health and Care Plans		✓
4. KNOWLEDGE & SKILLS	ESSENTIAL ✓	DESIRABLE ✓
Knowledge of assessment principles, processes and procedures in the delivery of services to individuals with SEND	✓	
Knowledge of relevant legislation eg the SEN Code of Practice, Equality Act. Children Act,	✓	

Children and Families Bill, Care Bill and the ability to apply this to practice		
Knowledge of child protection and adult safeguarding procedures in education settings	✓	
Knowledge and understanding of how early years settings, schools and FE colleges operate		✓
Knowledge of school and college funding and in particular funding for CYP with SEND		✓

Our values

Respect

We appreciate what makes us different and include everyone.

- We recognise that we all have unique talents, skills and experiences.
- We provide a professional service to our residents and colleagues and lead by example.
- We celebrate diversity and ensure our working practices are inclusive.

Collaborative

We believe in the power of working together.

- We work collaboratively as one council.
- We promote creativity and innovation to improve outcomes for all.
- We recognise the strength of sharing knowledge and experience.

Efficient

We deliver the best possible outcome by carefully managing our resources.

- We are empowered to deliver the most efficient outcome.
- We harness new technology and tools to deliver our services efficiently.
- We look after our finances and maximise value for money for residents.

Integrity

There is no gap between what we say and do.

- We choose what is right over what is easy.
- We trust and support each other to get the job done.
- We are responsible and accountable for our actions, both good and bad.

Open and honest

We are transparent in the actions and decisions we take.

- We provide a safe space to have truthful discussions in a positive way.
- We encourage constructive feedback without fear of judgement.