



Job Profile

JOB TITLE: EHC Co-ordinator

GRADE: POA

POST NO:

JOB TIER:

DBS Disclosure Enhanced

GROUP: Social Care

SERVICE: SEND Service

REPORTING STRUCTURE

Reports to: SEND Team Manager

Direct Reports: 0

Indirect Reports: 0

ROLE PURPOSE:

- To have case management responsibility for a caseload of children, young people and their families who are undergoing an education, health and care assessment or have a an education, health and care plan, ensuring a person-centred approach and a culture of 'putting our residents first' is maintained. This will include undertaking SEND key working functions during the assessment process.
- To proactively work with educational settings to identify those children and young people most in need of progression through the local area SEND pathway.
- To provide advice and guidance to educational settings in relation the local area SEND pathway.

Responsible for:

- a caseload of children and young people (CYP) with special educational needs and disability (SEND) and ensuring the statutory assessment process from 0 to 25 years is undertaken within the statutory deadlines;
- attending and chairing meetings with families and professionals to undertake the assessment process;
- drafting outcome focussed initial Education Health & Care (EHC) Plan to capture basic information;
- managing the statutory assessment process, working in partnership with parents/carers, children and young people and external agencies, ensuring children and young people are centrally involved and consulted with in line with the Children and Families Act 2014 and Code of Practice;
- ensuring all transitions between education settings and/or life phases are well managed and seamless, with children, young people and their parents/carers involved in planning for their transition to adulthood;
- providing information, advice and guidance to support planning including preparation for adulthood for CYP;
- attending annual review meetings to provide information, advice and guidance to CYP, parent/carers and professionals;
- providing information, advice and guidance to educational settings in relation to statutory and non statutory decision making and pathways of support for children and young people with SEN;
- supporting education settings in generating, reviewing and monitoring non-statutory My Support Plans relating to Special Educational Needs, and offering advice and guidance to education settings in how best to improve outcomes for their children and young people;
- ensuring a high level of scrutiny is given to the efficient and effective use of public resources, being mindful of any the financial implications relating to cases.

A. 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. People Management

- Participate in induction training of peers and new employees in the SEND Service and partners.

2. Resident & Community Contribution

- 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'.
- Work closely and creatively with the local community and partner agencies to deliver effective services for children, young people and their families to enable them to lead ordinary lives.

3. Operational Service Delivery

- undertake key working functions for a caseload of CYP with SEND who are in the process of an education, health and care needs assessment;
- provide a single point of regular and consistent contact for the CYP and parents/carers during the statutory assessment process;
- ensure that all EHC assessments in the caseload are completed within the statutory deadlines and guidelines and delivered following person centred principles ;
- be responsible for the compilation of all the information received for CYP including case preparation for SEND Panel;
- plan and attend/chair person centred SEND meetings with CYP, families and professionals across education, health, social care and voluntary sector;
- attend annual reviews on behalf of the Local Authority and ensure person centred meetings take place focussing on achieving outcomes;
- co-ordinating services and practitioners around the CYP and family;
- supporting CYP and their families as required as part of a trusting relationship, providing information and signposting where necessary;
- enabling and empowering the CYP and their families to make decisions and where appropriate to make effective use of a personal budget;
- write/draft outcome focussed EHC Plans based on evidence from CYP, their parents/carers, schools and other professionals involved with the CYP;
- ensure draft EHC Plans are taken through appropriate decision making processes to agree the allocation of resources and value for money;
- ensure transitions between education settings and/or life phases are managed effectively and seamlessly with any statutory deadlines met;
- ensure CYP and their families are supported through transition stages to adulthood;
- maintain up to date and accurate records and monitoring information and produce relevant and timely data to inform management information systems with particular emphasis on casework records;
- attend Tribunal planning meetings and support the Senior EHC Co-ordinator, Resolutions Team and SEND Team Manager with collating evidence and preparing case statements;
- ensure that practice is in accordance with legislation and the council's policies and practice with particular reference to Health and Safety, Child Protection and Safeguarding Children and Young People;

- provide in reaching information, advice and guidance to all educational settings in relation to SEND pathways for children and young people with SEND;
- provide advice, guidance and challenge to educational settings on their use of their Element 2 SEN budget;
- make informed recommendations for statutory decision making to the Team Manager and SEND Panel;
- ensure the efficient and effective use of public resources is considered at all times during any decision making process, and offer robust challenge to situations that may constitute the inefficient or ineffective use of public resources.

4. Service Planning & Development

- To contribute to the development and implementation of the Service Plan and understand how the role supports the delivery of the plan.

5. Financial & Resource Management

- To implement the outcomes from the SEND Panel and identify any cost effective changes to own way of working.
- To actively source alternative effective solutions to provision.
- To support the implementation of personal budgets for CYP.
- To offer support and guidance to educational settings in the efficient and effective use of their notional SEN budget (Element 2 funding), with a clear focus on achieving value for money when securing outcomes for children and young people.

6. Continuous Improvement

- 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.

7. Contacts

- Parent/carers and CYP.
- Front line professional staff across social care, health, housing and education, including Headteachers.
- External agencies and partners including schools, health services, Police, Probation and the voluntary and independent service providers.

8. Additional Responsibilities

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.

9. KEY PERFORMANCE INDICATORS

- Development of timely EHC Plans with SMART (outcome focussed) targets
- Demonstration of regular reviews with the family
- Delivery of outcomes
- Quality record keeping
- Satisfactory annual feedback from parents/carers and children/young people following the collation of participant feedback questionnaires
- Delivery of agreed PADA objectives

B. Person Specification

EHC Co-ordinator

This person specification will be used for recruitment to this vacancy. 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 or equivalent	✓	
BTEC Level 3 SEN Casework Award or willingness to undertake	✓	
Qualified teacher status or equivalent experience of supporting teaching and learning within educational settings		✓
Evidence of continuing professional development	✓	
2. STATUTORY or ROLE SPECIFIC REQUIREMENTS	ESSENTIAL ✓	DESIRABLE ✓
Ability to work flexibly to meet the needs of the service which may include some work outside of normal office hours	✓	
3. EXPERIENCE	ESSENTIAL ✓	DESIRABLE ✓
Proven experience of working with children and young people with special educational needs and their families.	✓	
Experience of working within an educational setting		✓
Evidence of working with partners, such as schools and professionals to deliver integrated services to children and young people.		✓
Experience of planning and delivering support packages for children and young people with complex needs and evaluating outcomes		✓
Experience of chairing multi-agency meetings.	✓	
Experience of providing advice and guidance to educational settings and other stakeholders in relation to statutory decision making for SEND.	✓	
4. KNOWLEDGE & SKILLS	ESSENTIAL ✓	DESIRABLE ✓
Good understanding of issues affecting children and young people and the nature of services available to them	✓	
Knowledge of assessment principles and processes and ability to work in an outcome focused way	✓	

Ability to communicate effectively both verbally and in writing with a range of professionals.	✓	
Knowledge of relevant legislation e.g. the SEN Code of Practice, Equality Act, Children Act, Children and Families Act, Care Act, Disability Regulations 2014 and ability to apply this to practice.	✓	
Understanding 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 streams and in particular funding for CYP with SEND.		✓
5. COMPETENCIES	ESSENTIAL	DESIRABLE
“Can do” positive attitude Demonstrates a commitment to changing work practices and processes, and a willingness to try new ways of working or thinking.		
Takes responsibility and delivers results Adapts to changing demands to ensure that objectives are met, overcoming problems and making well considered decisions.		
Team working Acts as a role model to others in the team, sharing knowledge and experience when necessary, whilst respecting and valuing the contribution other team members’ experiences can bring.		
Communication Demonstrates well developed written and verbal communication skills; and the confidence to present reports and verbal accounts credibly to a variety of different audiences.		
Customer Care Develops contacts and relationships with customer/ client groups, regularly reviewing service delivery and taking responsibility to ensure quality service provision.		
Takes ownership of personal development Takes action to develop own and others' capability and knowledge by promoting and supporting developmental opportunities to improve performance.		