

Northumberland County Council
JOB DESCRIPTION

Post Title: EHCP Officer	Director/Service/Sector: Education and Skills Service, Children's Services Directorate		Office Use
Band: 6	Workplace: County Hall		JE Ref: 2915
Responsible to: EHCP Co-ordinator	Date: April 2018	Manager Level:	
Job Purpose: <ul style="list-style-type: none"> ● To manage a caseload of EHCP pupils in at least two partnerships of schools in Northumberland ● To support schools to develop good and appropriate outcomes for young people leading to appropriate Preparing for Adulthood pathways ● To support the caseload of the EHCP Co-ordinator leading to a high quality and outcomes focussed EHC Plan ● To lead on the co-ordination of reviews and attendance at reviews where required of EHC Plans for the nominated caseload ● To contribute to the quality assurance of the statutory assessment process ● To be the co-ordinator of effective communications between professionals (multi-agency), families and education 			
Resources	Staff	The post holder will not be responsible for other staff	
	Finance	The post holder will not be directly responsible for a budget but will advise schools on funding processes and will support the monitoring of LA expenditure.	
	Physical	The post holder will report to a central team based at County Hall but will be allocated a group of schools and will need to attend these schools for review meeting	
	Clients	Children and young people whose SEND fall within the statutory framework, parents, schools and partner agencies involved with children and young people concerned.	
Duties and key result areas: <ol style="list-style-type: none"> 1. To promote the inclusion of young children and young people with SEND 2. To develop and maintain positive working relationships with schools, alternative education settings and early years settings. 3. To ensure that the assessments and reports commissioned by the appropriate EHCP Co-ordinator are completed within statutory timescales and quality assured to support the decision making process for commissioners to sign off individual EHC Plans. 4. To draft EHC Plans in line with agreed County Council procedures and under the supervision of the appropriate EHCP Co-ordinator and amend following annual reviews. 5. To arrange meetings and write letters to children and young people, parents, schools and professionals explaining decisions and giving rights of appeal where appropriate. 6. To support and challenge schools to develop high quality EHCPs and outcomes which reflect the need of pupils and students. 7. To monitor the LA SEND financial expenditure allocated to schools for individual pupils, ensuring that resources are used appropriately 8. To support the SEND Team Manager and Coordinators to prepare for SEND tribunals and exclusion meetings, on request. 9. To co-ordinate the review of EHC Plans, including attending reviews where requested and supporting Preparing for Adulthood pathways for students from Year 9. 10. To support the SEND Team Manager in responding to complaints. 11. . 12. To proactively work with allocated social care and health colleagues to ensure appropriate information is provided for EHCPs and to ensure joint planning and clear transition arrangements are place for pupils. 			

13. To liaise with colleagues within the Wellbeing and Community Health Services Group, other County Council Groups, other LAs, Health agencies, Voluntary Bodies, DfE, play groups and private nurseries and colleges in relation to case work and general procedural/information issues.
14. To undertake such other duties and responsibilities determined by the Director of Children's Services that are consistent with the nature, level and grade of the post.
15. To adhere to the rules, procedures and Code of Conduct of the County Council.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

<p>Transport requirements:</p> <p>Working patterns:</p> <p>Working conditions:</p>	<p>The work involves the need to visit schools or work sites throughout the County on a regular and routine basis.</p> <p>Other than travel between sites, the work is office-based.</p>
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PERSON SPECIFICATION

Post Title: EHCP Officer	Director/Service/Sector: Education and Skills Service, Wellbeing and Community Health Services	Ref: 2915
Essential	Desirable	
Knowledge and Qualifications		
<p>Good general education with minimum NVQ level 4 or equivalent</p> <p>Good working knowledge of a range of SEND</p> <p>Detailed knowledge of the Children and Families legislation including the SEND Code of Practice</p> <p>Knowledge of other related legislation, including legislation governing Adult Social Care, the Children Act and safeguarding processes</p> <p>Knowledge of the Equality Act particularly in relation to children and young people with disabilities</p> <p>Understanding of and commitment to person centred approaches, personalisation and key working functions</p> <p>Thorough knowledge of the services and agencies which might be involved in EHC assessments and EHC Plan delivery</p>	<p>Professional qualification in Education, Social Care or Health</p> <p>Knowledge of other related legislation, including legislation governing Adult Social Care, the Children Act and safeguarding processes</p> <p>Knowledge of resource allocation processes including the Continuing Healthcare Decision Support Tool</p>	
Experience		
<p>Minimum of 2 years' experience in SEND and either in Education, Social Care or Health</p> <p>Extensive experience of working with parents and families</p> <p>Extensive experience of multi agency working</p>		
Skills and competencies		
<p>High level oral communication skills including the ability to communicate effectively in a variety of situations, face-to-face, telephone or large group</p> <p>Excellent written communication skills including ability to draft clear and concise</p>	<p>Ability to use SEN Module of Capita One system and RAISE system.</p>	

plans

Negotiation skills: ability to manage oral and written negotiations sensitively, appropriately and successfully

Interpersonal skills: the skills to relate effectively to parents, professionals and colleagues

Mediation skills

IT skills including ability to use Microsoft Office software

Tact and diplomacy; the ability to deal with sensitive and confidential issues that require a variety of approaches.

Ability to remain effective and professional in challenging and difficult situations.

Ability to establish good working relationships

Analytical thinking and ability to make sound judgements based on appropriate evidence

The ability to identify creative, personalised solutions to achieve a young person's identified outcomes and to influence others to think creatively

The ability to set and meet deadlines.

Ability to work independently and on own initiative, requiring minimal supervision.

Well organised and methodical

Ability to work in a pressurised environment

High level of personal resilience

Commitment to promoting and implementing equal opportunities.

Commitment to customer care practices.

Commitment to person centred approaches, personalisation and key working functions

Physical, mental and emotional demands

The post holder will need to work under pressure, managing conflicting priorities within tight timescales and speedily making decisions on complex and challenging cases. This area of work can be emotionally draining and the post holder will need resilience to deliver justifiable decisions to parents, schools and colleagues which may not meet

their expectations.

Other

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