

Services to Young People

EHC Assessment Coordinator Job Description and Person Specification

October 2015 v1

Job Description

Job Title:	EHC Assessment Coordinator
Service Area:	People Directorate
Function:	Access and Inclusion
Team:	SEN & Disability Team
Post number:	TBA
Grade:	LBR 9
Hours/weeks: <i>E.g. 36 hours/52.14 weeks</i>	36
Base location:	Ray Lodge Children's Centre
Reports to: <i>Job title</i>	Team Manager
Responsible for: <i>Job titles of direct reports</i>	N/A

<p>Role purpose and role dimensions: <i>Overview of the job</i></p>	<p>To manage the coordination of Education Health and Care (EHC) needs assessments for young people aged 0-25 with special educational needs and disabilities, leading to high quality outcome focused EHC Plans, working in close partnership with the young person or the young person's parents, schools, further education colleges, training providers and relevant professionals.</p> <p>The post holder will act as the lead and have oversight of EHC Assessment processes; manage a complex multi-agency assessment process ; attending Co-production meetings with parents and professionals and writing quality EHC Plans. With complex support needs, often involving frequently changing circumstances and conflicting priorities, particularly support parents in crisis.</p> <p>This is a high profile statutory process with specific statutory requirements relating to timescales and the content of EHC Plans. Parents have recourse to the Special Educational Needs Tribunal, the Local Government Ombudsman and judicial review if they are dissatisfied with the EHC Plan. EHC Plans therefore, need to be expertly drafted, evidence based, and able to withstand scrutiny.</p> <p>Maintain and plan a caseload of young people</p> <p>To attend Multi-professional meetings including the annual review and/or emergency reviews ensuring good outcomes for children and young people. To work closely with schools and further education establishments providing support and advice.</p> <p>To provide analysis of a number of complex reports, producing draft EHC Plans to inform decision making.</p> <p>To manage the Phase Transfer for children entering Year 3, Year 7 and Post 16 YP moving to further education ensuring placements are identified and Plans finalised within the recognised DfE timescales.</p> <p>To work closely with Connexions using Person Centred Planning (PCP) principles, to identify young people's attributes, long term goals and aspirations,..</p> <p>To have regular meetings with Team Manager to consider service priorities/pressures/processes to ensure the service works within the legal framework set out in the Code of Practice 2015.</p> <p>To provide statistical data to support the identification of trends and SEN 2 Form</p>
<p>Key external contacts: <i>Organisations</i></p>	<p>Schools, colleges, training providers, voluntary and community organisations, local businesses, parent/carers and young people.</p>
<p>Key internal contacts: <i>Job titles or groups of staff</i></p>	<p>Commissioners; Transition Team; Social Workers; School Improvement; Information, Advice and Guidance staff; Youth Workers; Youth Offending Team; Children Living Away from Home Team; the Educated Other than At Home Team; Adult Social Services; Education Welfare Services and RIASS</p>
<p>Financial dimensions:</p>	<p>In liaison with Senior SEN officers to ensure appropriate special educational provision is provided for allocated pupils/students with the Authority's budget.</p>

Key areas for decision making:	<p>Managing timely flow of all EHC assessments in line with the Council's statutory duties.</p> <p>Attend specialist Panel such as EOTAS and Redbridge Inclusion Panels for hard to place young people.</p>
Other considerations:	<p>Some requirement to work outside core hours</p> <p>To attend Co-production meetings, multi-agency meetings, statutory reviews and/or emergency reviews and to accompany less experienced staff if required.</p> <p>To provide training to less experienced staff.</p>

Key accountabilities and result areas:	Key elements:
Staff Management	There is no direct management of staff, however you will be responsible for supervising and training Assistant Case Officers
Partnership working	<p>This will involve:</p> <ol style="list-style-type: none"> 1. Working with key professionals to ensure that where relationships have broken down between the young person and/or parents and the education provider acceptable ways are identified at the earliest available opportunity. 2. Working closely with organisations (e.g. Schools and Information, Advice and Guidance staff) with expertise in Person Centred Planning (PCP) principles, to identify young people's attributes, long term goals and aspirations, circumstances and potential perceived barriers in order to inform their guidance and support needs. 3. Establishing and maintain effective working relationships with external partners (including third sector and private providers) to ensure best use of available services and support mechanisms for young people and their parents.

Funding and developments	<p>This will involve:</p> <ol style="list-style-type: none"> 1. To support the commissioning of effective and efficient educational provision and school placement for young people with an EHC Plan, with a focus on accountability for outcomes. 2. To support the process of “converting” existing statements/Learning Disability Assessments (LDAs) to EHC Plans through attendance at “Transfer” Reviews, chairing reviews where appropriate and drafting the necessary EHC Plan. 3. To maintain a good understanding of the 0-25 education landscape, specialist provision and Education Funding Agency (EFA) guidance to ensure expectations of both the young person and their parents are managed well.
General accountabilities and responsibilities	
Green Statement	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Seeking opportunities for contributing to sustainable development of the borough, in accordance with the Council’s commitment to making Redbridge a cleaner, greener place to live. In particular, demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in your job.
Data Protection/Confidentiality	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Complying with the Data Protection Act 1998 – treating all information acquired through your employment, both formally and informally, in strict confidence and in accordance with Caldicott principles. ▪ Complying with the Code of Conduct, other practice guidelines and the rules and protocols defining employees’ access to and use of the Council’s databases and systems. Any breaches could result in disciplinary measures. ▪ Maintaining client records and archive systems in accordance with departmental procedure, policy and statutory requirements.
Conduct and Whistleblowing	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Complying with the requirements of the Code of Conduct and maintaining high standards of personal conduct, honesty and integrity. You have a duty to raise any impropriety or breach of procedure to the appropriate level of management. Employees making such disclosures (whistleblowing) are protected and may make them without fear of recrimination.
Safer Working	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults. Where you work in such a post the Council will require a CRB Disclosure check and references will be taken up prior to interview.
Equalities	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Complying with the Council’s strong commitment to achieving equality of opportunity and outcomes in its services to the community and in the employment of people. You are expected to understand, comply with and promote Council policies in your work, to undertake any appropriate training and to challenge any prejudice and discrimination.

Customer Care	<p>This will involve:</p> <ul style="list-style-type: none"> Complying with corporate and service area customer service standards and promoting the development of high quality, individualised and customer-led services.
Health and Safety	<p>This will involve:</p> <ul style="list-style-type: none"> Being responsible for your own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.
To contribute as an effective and collaborative member of the team	<p>This will involve:</p> <ul style="list-style-type: none"> Taking responsibility for continuing self-development and participating in training and development activities. Participating in the ongoing development, implementation and monitoring of the service plans. Supporting and contributing to value for money, service efficiencies and improvements.
Flexibility	<p>This will involve:</p> <ul style="list-style-type: none"> The above-mentioned duties are neither exclusive nor exhaustive. From time to time you may be required to undertake responsibilities outside the normal remit of your Job Description as required by the line manager, and are broadly within your the grading level and competence.

Person Specification

Job Title:	Senior EHC Assessment Co-ordinator		
<i>Method of candidate assessment: A = Application form I = Interview T = Test. Weighting: 3 = most important, 1 = least important</i>		A - I - T	Weighting
Minimum education/ qualifications:	Educated up to a degree level or equivalent experience.	A	3

