

Services to Young People

Senior EHC Coordinator 0-13 SEN Assessment Team Job Description and Person Specification

October 2019

Job Description

Job Title:	Senior EHC Coordinator 0-13 SEN Assessment Team
Department:	People Directorate
Function:	Access and Inclusion
Team:	SEN and Disability, statutory 0-13 assessment team
Post number:	New posts
Grade:	LBR 12
Hours/weeks: <i>E.g. 36 hours/52.14 weeks</i>	36hours per week
Base location:	Lynton House, 255-259 High Road, Ilford IG1 1NN
Reports to: <i>Job title</i>	Statutory SEND 0-13 Assessment Team Manager
Responsible for: <i>Job titles of direct reports</i>	Team EHC Coordinators and support staff allocated to the team

<p>Role purpose and role dimensions: <i>Overview of the job</i></p>	<p>The post holder will act as the lead and have oversight of EHC Assessment processes.</p> <p>Will manage a complex multi-agency assessment process; attending multi agency meetings and writing quality EHC Plans.</p> <p>They will provide oversight and supervision to a team of EHC co-ordinators, being responsible for performance and statutory compliance.</p> <p>To manage the coordination of Education Health and Care (EHC) needs assessments for young people aged 0-13 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, other educational settings, training providers and relevant professionals.</p> <p>To proactively manage the EHC Needs Assessment Team and be responsible for the management of the assessment process</p> <p>Responsible for the effective administration under the Education Act 1996 and Children and Families Act 2014 of the statutory assessment of children and young people's special educational needs, including their subsequent placement, transport arrangements, monitoring and annual review.</p> <p>To review and manage process and systems with a clear customer focus so that close partnership with the child's parents, young people and professionals is achieved</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>To implement, develop and oversee efficient and effective processes for the collation of SEND Performance Indicators (PI) relating to assessment and Education Health & Care Plan</p> <p>To have regular meetings with 0-13 Assessment 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>Key external contacts: <i>Organisations</i></p>	<p>Includes but not limited to: parent/carers and young people, schools and other education settings, community settings, health services, Independent provision providers, Out-of-borough local authority staff, voluntary and community organisations, local businesses,</p>
<p>Key internal contacts: <i>Job titles or groups of staff</i></p>	<p>Includes but not limited to: Commissioners, Educational Psychologists, Specialist Teachers, Social Workers, School Improvement, Children Living Away from Home team, Educated Other than at Home Team, Education Welfare Services, RIASS SEN Travel Assistance Team, School finance, Youth Offending Team, Early Years Team</p>
<p>Financial dimensions: <i>Budgetary responsibility & amount. Equipment, cash, property etc. for which employee is responsible.</i></p>	<p>In liaison with senior SEN coordinators, you will ensure that appropriate special educational provision is provided for allocated pupils with the Authority's budget. You will source private providers for provision that is not available through the LA's partners and get approval from commissioning</p>

Key areas for decision making:	<p>Supervision of case allocation to team of EHC coordinators and quality assuring plans and processes. Monitoring team's performance against KPIs and implementing management strategies accordingly to ensure team performance is on track. Overseeing and managing timely flow of all EHC assessments in line with the Council's statutory duties and timescales. Holding responsibility for a small caseload of highly complex cases and supporting other EHC coordinators with their cases as required.</p> <p>Preparing management reports and attend specialist panel(s) as required.</p> <p>To provide training on statutory processes to Council staff and external stakeholders</p> <p>Support team in professional Development</p>
Other considerations: <i>E.g. working patterns</i>	<p>To attend Co-production meetings, multi-agency meetings, statutory reviews and/or emergency reviews.</p> <p>To provide training to less experienced staff.</p>

Key accountabilities and result areas:	Key elements:
Staff Management	<p>This will involve:</p> <ol style="list-style-type: none"> 1. To effectively manage and motivate staff so that they can deliver high quality services. 2. To implement effective performance management for all staff and provide regular support and supervision to directly managed staff in accordance with Council procedures. To hold regular meetings with the group of directly managed staff. 3. To hold overall responsibility for practice in the team and to ensure that services are delivered in a timely, effective and customer focussed way. 4. To ensure staff are appropriately trained and supervised. 5. To meet regularly with staff to support with case load management and to give direction on complex cases 6. To manage and supervise the senior coordinators who hold line management duties.
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 Disclosure and Barring Service (DBS) 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	This will involve: <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	This will involve: <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	This will involve: <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	This will involve: <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 Coordinator 0-13 SEN Assessment Team		
<i>Method of candidate assessment: A = Application form I = Interview T = Test. Weighting: 3 = most important, 2 = least important</i>		A - I - T	Weighting
Minimum education/ qualifications:	Educated up to a degree level or equivalent experience.	A	3

Communicating and influencing	<p>Will have excellent communication and interpersonal skills</p> <p>Will be able to communicate complex information and issues in a clear and effective manner to a wide range of stakeholders. To advise, persuade, influence and be assertive as appropriate</p>		
Building relationships, working together and in partnership	<p>Will be able to work effectively with senior managers, staff, education providers, external partners. Establish confidence and trust. Work flexibly, constructively, and effectively with colleagues in a team and make a positive contribution</p>		
Respecting & implementing diversity	<p>Redbridge Council is committed to equality of opportunity for all its residents. You will need to be familiar with the councils Equality and Diversity Strategy</p> <p>Will promote diversity of the work force and ensure equality of opportunity is promoted</p>		
Planning, organising & achieving results	<p>There are specific statutory requirements relating to timescales, and the content of plans, therefore you will need to be well-organised, able to work independently and manage complex administration processes</p> <p>Ability to organise and prioritise own work</p> <p>Ability to work to deadlines</p> <p>Ability and commitment to working within a team in order to plan work and meet agreed targets</p>		
Embracing change	<p>As a council we are changing as we continue to redesign our services.</p> <p>Will learn from experience and others and uses opportunities to acquire new skills and improve knowledge.</p> <p>Is able to adjust to new work demands and circumstances, adaptable and receptive to new ideas</p>		
For those with managerial responsibility Leadership Managing and developing people	<p>Attend regular supervision meetings with your manager and arrange regular supervision meetings with your direct reports</p> <p>To lead, motivate, nurture and manage a team (Social Workers a daily basis</p> <p>To lead, contribute and support the development of best practice, policies and procedures within</p> <p>Ability to give advice and consultation to team members in casework issues,</p>		

Special conditions:			
Signature of Employee:	Name:	Date:	