

# Job Description

## For Non-Streamlined Safeguarded Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

### Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

#### Role Details

Job Title:	Assistant EHC Plan Coordinator	JEID	M0673
Salary Grade:	Scale H		
Team:	Special Educational Needs Assessment and Review (SENDAR)		
Service Area:	Education & Learning		
Primary Location:	Saltisford Office Park, Warwick		
Political Restriction	This position is politically restricted		
Responsible to:	SENDAR Manager		
Responsible for:	N/a		

## **Role Purpose**

This is a new role within Warwickshire County Council.

The purpose of this role is to support children and young people in Warwickshire with special educational needs and disabilities (SEND). This is to be achieved by assisting EHC plan coordinators in the implementation of Education, Health and Care (EHC) assessment, plan and review processes.

A key part of this role is improving communication and responsiveness to parents and carers and schools.

## **Role Responsibilities**

1. To signpost schools to resources that support a graduated response in schools
2. To assist the parents of children without an EHC plan in navigating the SEND system and understanding processes as set out in the SEND Code of Practice
3. To manage a caseload of children within the Education, Health and Care (EHC) needs assessment process for the first 14 weeks
4. To be the point of contact during the first 14 weeks of the EHC needs assessment process with parents, schools, advice givers and County Council
5. To provide support and regular communication at the start of the EHC needs assessment process with parents and young people, ensuring that the family conversation and voice of the young person are heard as part of the EHC needs assessment process
6. To work with multi-agency teams providing advice for an EHC needs assessment, to monitor and robustly pursue the progress of statutory assessment against statutory deadlines.
7. To support the Chair in the preparation of the Statutory Assessment Panel
8. To give advice to schools and parents on preparation for statutory assessment and feedback decisions from statutory assessment panel
9. To oversee the movers-in and mover-out process with other local authorities
10. To undertake casework on behalf of plan coordinators (eg. responding to parents, liaising with schools, preparation for annual review)
11. To work with schools to schedule and prepare for annual reviews of the EHC plan
12. To attend annual reviews on behalf of the local authority and to make decisions following annual reviews in line with statutory timescales
13. To prepare EHC plans for Preparation for Adulthood outcomes at Year 9
14. To liaise with transport services to ensure travel assistance is in place for children with SEND, subject to eligibility
15. To work in a proactive manner in relation to disagreements or potential disagreements relating to Warwickshire's provision for SEND
16. To ensure all work is recorded in an accurate and timely way on local authority systems

17. To organise the process of key stage transfers in line with statutory deadlines, overseeing consultation with schools and colleges and coordinating with the school admissions service
18. To investigate instances where young people with EHC plans are not in education, employment or training
19. To support the ceasing process of EHC plan, where agreed by all parties
20. To support the preparation of SEN2 data returns to the Department for Education
21. To contribute to improvements being made in this area of work as part of the SEND & Inclusion Change Programme
22. To undertake any other duties appropriate to the responsibilities and grade of this post, within the capacity allocated.

## Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Assessed By:

### Essential Criteria

Level 3 qualification in a relevant field and two years experience of working in and educational context with children and young with SEND.	A,D
Ability to work with minimum supervision, balancing using own initiative against need to seek management guidance.	A,I
Ability to work collaboratively as an effective wider team member to achieve service aspirations.	A,I
Ability to make decisions based on statutory processes and guidance	A,I
Ability to communicate effectively in both written and oral form with young people, parents, and practitioners to ensure that key issues are identified and understood	A,I
Ability to identify work priorities and manage workload to meet deadlines, ensuring objectives and targets are achieved with minimal disruption.	A,I
Ability to anticipate problems and achieve workable solutions to complex problems and to ensure contingencies are planned for.	A,I
Ability to demonstrate sensitivity and objectivity in dealing with emotive and confidential issues.	A,I
Knowledge and understanding of SEND Regulations 2014 and SEND Code of Practice 2015, statutory procedures and processes governing the provision of services for children with special educational needs.	A,I, P
Understanding of SEND appeals and mediation appeals processes	A,I
Experience of communicating with children and their families concerning complex issues.	A,I
Knowledge and understanding of the impact of SEND on children and young people's educational outcomes.	A,I
Knowledge and experience of working with Windows software; MS Excel, MS Word.	A,I
Ability to record casework on electronic systems	A,I
Ability to work calmly and effectively under pressure.	A,I
Reliability, honesty and a commitment to maintaining confidentiality.	A,I
A commitment to equalities in service delivery and employment and evidence of successful implementation of equalities in practice.	A,I
Full driving license or the ability to demonstrate how you will meet the travelling needs of the role	A,I

We are committed to Safeguarding and promoting the welfare of all those we serve, as well as complying with best practice in the application of safeguarding. Therefore, as this role requires working with Children or Vulnerable Adults an enhanced Disclosure and Barring Service (DBS) disclosure will be required as part of the pre-employment checking process, and rechecking will be required as and when determined by the relevant policy.

## Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

### Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

### Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching

<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input checked="" type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	