

# Job Description

## For Non-Streamlined 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:	Education Health & Care (EHC) Plan Coordinator	JEID	L0077
Salary Grade:	Scale M		
Team:	Special Educational Needs & Disability Assessment and Review (SENDAR)		
Service Area:	Education and Learning Business Unit		
Primary Location:	Shire Hall, Warwick, CV34 4RL, but a proportion of the job takes place working from home, in local schools, area bases, Social Care bases and sometimes in family homes etc.		
Political Restriction	This position is not politically restricted.		
Responsible to:	Senior EHC Plan Coordinator		
Responsible for:	Not applicable		

#### Role Responsibilities

To manage a caseload of children and young people from birth to 25 years old through consultative and solution-focussed approaches; working in a pro-active, inclusive and supportive fashion at all times.

To ensure the voices of the child/young person and their parents/carers are at the heart of all activities, engendering the confidence of stakeholders such as children/young people, parents/carers, schools, colleges and other settings.

To ensure safeguarding practices and principles underpin all work.

To respond in a legislation compliant fashion to referrals from parents or educational settings for assessments under the SEN and Disability Code of Practice 2014, making decisions on such referrals and overseeing communication to children, young people, parents, carers and educational settings in a timely and effective manner.

To write EHC Plans of the highest quality. To work with SENDAR's Leadership Team to identify times when it might be appropriate to delegate the preparation or writing of plans to others. In such instances to provide close oversight of the plans produced, taking responsibility for their quality.

To coordinate and oversee the review of children and young people's progress, appropriateness of support, placement, EHC plan and funding in a legislation compliant manner and in accordance with Warwickshire's agreed guidance on best practice.

To monitor and support the quality of school provision in relation to placements, Local Authority funding and delegated resources through systems such as the annual cycle of reviews, which the post holder

might attend and chair or monitor more remotely and taking such actions as these activities indicate to be required.

With the support of the SENDAR Leadership Team to contribute to training for staff in Warwickshire schools, colleges and other settings, governors, parents and other agencies in relation to special educational needs and disability.

To ensure all activities support the Local Authority's agenda of working within available budgets.

To collate and communicate information, provide guidance and negotiate solutions involving SEND matters in a clear and supportive manner and for a variety of purposes and audiences.

To respond appropriately to complex situations / cases and complaints in face-to-face meetings, by email, telephone and written communication.

To identify placements within mainstream, and special educational provision within Warwickshire and if required in the independent sector.

To present cases to and on occasions chair a range of panels and meetings. To ensure cases to be presented are prepared to the very highest standards, collating information and evidence in support of cases and liaising with appropriate professionals to provide the LA with clear evidence on which to base decisions.

To work in a proactive manner in relation to disagreements or potential disagreements relating to Warwickshire's provision for SEND. This includes working with colleagues from EPS and others to identify potential difficulties at an early stage and taking appropriate action at that time, such as exploring all options and consulting widely. To initiate mediation or conciliation where appropriate and representing the Local Authority at mediation hearings. To work with legal services and Educational Psychology to prepare and deliver a robust tribunal case when this is what is required.

To work closely with Social Care, PCT and other public sector and voluntary agencies in support of Looked After Children, children and young people in residential care and those with significant health needs.

To participate in multi-agency working groups to further SEND development across the Local Authority.

To keep up to date with local, regional and national developments in SEND such as through attendance at the West Midlands Plan Writers group.

To support use of information systems and to contribute to their continuing development. To provide regular reports to SENDAR Leadership Team analysing statistical information and highlighting trends and issues. To contribute to the production of statistical reports required by government departments and agencies.

To support the Senior Plan Coordinator in preparation of responses to customer and statutory complaints and in SENDIST hearings, acting as Warwickshire's representative when required.

Any other duties commensurate with the post.

## 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).

### Essential Criteria

Assessed By:

Degree/equivalent or a minimum of 5 years relevant experience in an education, health or social care role, plus additional training and/or qualification in a related area of SEND.	A
In-depth knowledge and understanding of schools and relevant SEND legislation including the Children and Families Act (2014), the SEN Code of Practice (2015), the Equalities Act (2010) and legal precedents plus practical experience of the applications of this knowledge. This would normally require at least five years' experience of working in a role involving daily application of this or previous SEND legislation.	A,I
Knowledge of national timescales as set out in SEN Code of Practice	A,I
Knowledge of the Regulations with reference to SEN Tribunals, Belonging Regulations etc.	A,I
Knowledge of LA's policies and procedures, with particular reference to SEN and Inclusion, Transport, special school admission	A,I
Knowledge of current legislation and guidance with reference to other educational issues, e.g. Academies, funding, National Curriculum levels.	A,I
Knowledge of the work of the Educational Psychology Service, other SEND Support Services, Social Care, SENDIAS, Youth Justice Team, Speech and Language Therapy Service, Physiotherapy Service, Occupational Therapy Service, Children and Adolescent Mental Health Service (CAMHS) etc.	A,I
Knowledge of other neighbouring local authorities' provision, policies and procedures	A,I
Knowledge in aspects of recovering and collating evidence from schools and professional witnesses across Education, Health and Social Care in relation to SENDIST Tribunals.	A,I
Knowledge of local, regional and national factors which affect geographical and political aspects of the work.	A,I
Knowledge of structures and organization of Nursery, Primary and Secondary Schools in the maintained and non-maintained sector	A,I
Experience of managing complex issues under pressure in a work setting	A,I
Ability to work under pressure and within challenging time constraints and competing priorities	A,I
Ability to be creative when dealing with educational establishments, parents / carers and other agencies in looking for solutions to complex problems.	A,I
Ability to handle sensitive and potentially contentious issues with tact and discretion	A,I
Ability to analyse, interpret and draw conclusions from a variety of professional reports, statistics and other information when producing an EHC plan	A,I

Excellent oral and written communication skills	A,I
Strong interpersonal, negotiation and decision making skills	A,I
Computer literate with the ability to use IT packages such as Word, Excel, PowerPoint and email effectively	A,I
Experience of working in a school, Local Authority, Health or Social Care setting	A,I
The ability to work independently and as an effective team member	A,I
Ability to plan and organise workload and to work under pressure including meeting deadlines and dealing with interruptions	A,I
The ability to cope in situations where there is an emotional demand arising from the work being undertaken given the anxieties often impacting on parents/carers	A,I
Ability to travel around the county efficiently and effectively	A,I
Decision making – ability to evaluate the best course of action when faced with problems and takes responsibility for the consequences of own decisions	A,I

### **Desirable Criteria**

Experience as a qualified teacher	A, D
Additional training and / or qualification in a related area of SEND.	A, D, I
Relevant training and understanding of data protection, freedom of information and disability legislation.	A,D,I
Experience of supervising staff.	A,I
Experience of managing and developing effective administration and information systems	A,I
Experience of managing budgets effectively	A,I

## 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 checked="" 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 checked="" type="checkbox"/> Restricted postural change – prolonged sitting
<input checked="" 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 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 type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	

## **The main conditions of service applicable to this post**

You will be subject to the conditions of service agreed by the National Joint Council for Local Government employees and Soulbury Staff and those agreed locally by the County Council.

### **Working Hours**

You will be required to devote your whole time to this post and shall not engage in any other business or take up any other additional appointment without the express consent of the Council.

The Council provides employees with an Agile Working offer that generates both business and personal benefits whilst always respecting the needs of the task, service, team and individual.

### **Annual Leave**

The annual leave entitlement (which is dependent on salary and length of service) will be 27 days rising to 30 days in the year following completion of 5 years' continuous local authority service, plus one extra day after 10 years' service

You will also be entitled to 8 Bank Holidays/Extra Statutory days plus an additional day at Christmas which is allocated by the Council each year.

### **Notice Period**

The period of notice required to terminate the appointment will be three calendar months.

### **Retirement Age**

We recognise the guidance in relation to age discrimination and are committed to Equal Opportunity for people of all ages within the accepted span of a working life. However, the County Council operates a policy of normal retirement at age 65. Applicants aged 65 and over, therefore, will not normally be considered for a vacancy. Only in exceptional circumstances will such appointments be permitted.

### **Travelling and Subsistence**

You will need to be able to travel effectively throughout the County and travelling/subsistence incurred on official business will be reimbursed according to the scales laid down by the NJC for Local Government Staff Scheme. If you use your own car for this purpose you should ensure that your insurance policy covers you for business use.

### **Political Restrictions**

This post is not politically restricted