

SEND: SENDAR EHC Plan Coordinator Team Lead Tier 4b

Directorate:	People
Service area:	Education Services
Accountable to:	SENDAR Manager
Accountable for:	Team of EHC Plan Coordinators Cost Centre of an allocated budget
Politically restricted post	No
Delivery teams:	SENDAR EHC Plan Co-ordinators
Grade	P

Context

You will support the work of Education Services and the SEND & Inclusion Leadership Team to ensure that resources are used to make a positive difference, meet statutory obligations and contribute to the overall strategic objectives set out in the SEND and Inclusion Strategy. You will support the SENDAR Manager with specific strategic assignments and lead on ensuring compliance with the Children & Families Act 2014, the SEN Code of Practice, and the Equality Act 2010 regarding statutory SEND assessment, reviews and monitoring on behalf of Warwickshire's children and young people, as part of the wider Education Strategy.

You will work in partnership with other Delivery Team Leaders to deliver our organisational outcomes.

You will support the Strategy and Commissioning Manager (SEND & Inclusion) in achieving our organisational vision and outcomes.

You will develop and maintain good working relationships with a range of key stakeholders including statutory partners, service providers, voluntary sector and customers.

Specific role assignment

Delivery responsibilities	<ol style="list-style-type: none">1. To contribute to the strategic and operational management of the SENDAR service ensuring compliance with the Children & Families Act 2014, the SEN CoP, and the Equality Act 2010.2. To work as part of SENDAR's Leadership Team to promote best outcomes from available resources.3. To line manage, supervise, and appraise SENDAR EHC Plan Co-ordinators, promoting professional development and
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	<p>performance management enabling staff to prioritise and execute their work effectively.</p> <ol style="list-style-type: none">4. To chair and participate in statutory decision-making processes, and lead on ongoing reviews of these.5. To have responsibility and accountability for the overview and management of allocated financial resources, including aspects of High Needs budget expenditure.6. To work closely with other SENDAR and SEN and Inclusion, Social Care and Health Team Leads to ensure consistency of practice, quality assurance, and equality.7. To ensure robust and high-quality working practices in all statutory assessment processes and the delegation of SEND resources including educational placements.8. To monitor case work across the Team, supporting colleagues, particularly in complex and challenging cases.9. To co-produce the SENDAR service plan by identifying developments required, planning, communicating and monitoring plans and actions.10. To convene, lead and participate in multi-agency working groups as appropriate/required. This includes with legal services, Educational Psychology, SEND and Inclusion leadership, Health and Social Care agencies.11. To promote and manage the use of information systems and to contribute to continual development. To use regular reports analysing statistical information from the system, highlighting trends and issues.12. To ensure that there is an effective interchange of information and partnership working with parents, schools and governing bodies.13. To manage, mediate and arbitrate in situations where problems or conflict has arisen between service users and between service users and the local authority that cannot be resolved at a local level.14. To develop, monitor, review, and promote best practice at a local and national level to ensure compliance with DfE guidance is achieved within current fiscal constraints.15. To manage a caseload of children and young people from birth to 25 years old through consultative and solution-focussed approaches; working pro-actively, ensuring the voices of the child/young person and their parents/carers are at the centre, engendering the confidence of stakeholders such as children/young people, parents/carers, and educational settings delivering education. This is statutory caseload and includes the co-production of EHC Plans, mediation, and Tribunal casework.16. To undertake other work requested by the SENDAR Lead.
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Key business measures	<ul style="list-style-type: none"> • % EHCPs issued within 20 weeks • Annual Reviews (AR) planned within a year of the issue of the EHCP or previous AR • Contacts responded to within WCC customer standards
Statutory responsibilities <i>(if applicable)</i>	<ul style="list-style-type: none"> • SEND responsibilities under the Children & Families Act 2014 to identify and assess children and young people with SEND • SEND Code of Practice 2015 • Equality Act 2010
Specific experience	<ul style="list-style-type: none"> • Evidence of ongoing professional development, including data protection, Freedom of Information, disability legislation. • Knowledge of Children and Families Act, SEN Code of Practice and regulations regarding SEN Tribunal processes, Belongings regulations, and legal precedents. • Experience and knowledge of educational settings from early years through colleges maintained and non-maintained, of other Local Authority provisions. • Direct knowledge of support services ie Educational Psychology Service, Advisory teacher services, parent partnership, speech and language, & health services. • Experience of managing and developing staff • Experience of managing budgets effectively • Experience of managing work based complex issues under pressure within time scales
Specific qualifications/and registration	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.
Budget responsibility	Cost Centre of an allocated budget
FTE responsibility (line management)	Team of EHC Plan Coordinators
Key stakeholder relationships	Parents, families and other carers, Maintained and Academy trust schools; Early Years settings; Post 16 settings; SENDIAS, Independent Specialist Schools; Health professionals; Social Care; Youth Justice Service; Local Authority services such as the Virtual School, Social Care, Education Entitlement Team, EPS, Legal Services, Fostering and Adoption services.

Commitment to safeguarding, with knowledge and understanding of current requirements and national policies.

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An ability to travel effectively, on a regular basis, across the whole county in line with service policy and practice.

Generic capabilities of the role

Generic Capability	Descriptor
Business Acumen	<ul style="list-style-type: none">• Deliver in year service plan (1 year)• Effective contract and supplier management• Meet budget, savings and income targets

- Contribute to the operational planning of the service with the commissioning team
- Ensure effective contract management arrangements are in place
- Manage costs down, deliver savings and income targets (as applicable)

Generic Capability	Descriptor
Performance & standards	<ul style="list-style-type: none">• Statutory compliance• Professional practice• Procedure compliance

- Execute the statutory or regulatory duties that are in place and delivered across the team.
- Ensure the safe operation of the business and compliance with appropriate regulations and legislation.
- Execute the relevant policies and procedures to ensure the outcomes are delivered.

Generic Capability	Descriptor
Operational management	<ul style="list-style-type: none">• Deliver operational performance objectives• Manage the workforce• Deliver continuous improvement plans

- Meet the service key business measures for the service
- Manage costs down through operational improvement
- Manage and allocate resources to meet key business measures
- Use data and insight to improve service performance

Generic leadership competencies

Capability	Descriptor
People Management	<ul style="list-style-type: none">• Workforce development• Workforce planning

- Recruit and ensure effective onboarding of team members
- Retain and attract the required capabilities of the team through effective talent management
- Set and deliver stretching performance objectives
- Undertake annual appraisals with the team

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- Undertake regular 1:1 sessions throughout the year to review performance against objectives
- Manage and support teams through organisational change

Capability	Descriptor
Management of resources & planning	<ul style="list-style-type: none">• Monitors the service performance framework• Effective service design

- Plan, task, deploy and co-ordinate resources to meet changing operational needs as required
- Monitor, plan and review team outcomes ensuring delivery of personal and team objectives
- Hold regular meetings to inform teams of plans, priorities, budgets and expected outcomes
- Identify the capacity of the delivery team through effective workforce planning.
- Develop and implement integrated working across teams

Capability	Descriptor
Organisational leadership & resilience	<ul style="list-style-type: none">• Deals with performance issues• Maintains business continuity• Role model of how we work principles

- Maintain business continuity in the event of service disruption
- Effectively addresses performance issues within the team
- Enable the team to work in a high performance culture
- Act and operate corporately across WCC adopting the one council approach
- Act as a positive role model for WCC's values and behaviours at all times
- Represent the interests of the Council on external bodies and networks

WCC values and behaviours

The post holder must be able to demonstrate that they role model the WCC values and behaviours.

Our Values – The Warwickshire DNA



High performing



Collaborative



Customer focused



Accountable



Trustworthy

Our Behaviours

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Strategy... the direction we will take to achieve our outcomes



Plan... what we will do to achieve the strategy



Commissioning... the process of how we will plan, purchase and monitor our services



Strategic Commissioning... the process for understanding, planning and delivering services to achieve the best outcomes



Operational Commissioning... the process for meeting need at an individual level or to a specific group



Delivery... providing services to our customers

