**JOB DESCRIPTION**

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| Job Title: EHC Plan Officer  Directorate: Children and Families | Post No:  Division/ Department: Education and Commissioning | Grade: HC8  Section/Location: Additional Needs |
| **Organisational information:**  Responsible to: SEN Manager  **Key relationships/Functional links with**:  *Internal:* Maintained schools, colleges and early years settings, Children and Adult Social Care teams including CWD Team and Adult LLDD Team, Educational Psychology Service, HCSB and MASH  *External:* Wye Valley NHS Trust, Herefordshire and Worcestershire Integrated Care Board, Herefordshire and Worcestershire Health and Care, other Local Authorities, independent and non-maintained school providers, independent specialist providers | | |
| **Main Purpose of Job:**  *This is the main purpose or objective of the job – a short statement of why the job exists*   * To be responsible for the implementation of the statutory requirements of the Special Educational Needs Code of Practice (2014) and relevant sections of the Children and Families Act 2014 * To write Education, Health and Care (EHC) Plans for children and young people aged 0 to 25 with SEN and/or disability. * To be responsible for the appropriate administrative and professional support relating to the Authority’s allocation of additional funding for SEN and/or disability. * To negotiate and consult over the educational options of children with significant special educational needs and/or disability. * To be responsible for the organisation of various key decision making Panels concerning children with significant special educational needs, to participate within them and be responsible for the dissemination of outcomes within specified timescales to a variety of audiences | | |
| **Main Responsibilities / Accountabilities**  *The jobholder will be expected to complete the responsibilities / accountabilities effectively in order to deliver the key objectives of the organisation*  Core Generic statements for all posts within CYPD  All staff are;   * Expected to make significant contributions to the development and/or implementation of the Herefordshire Children’s and Young People’s Plan in their area of service delivery / work. * Accountable for their work and should ensure that work output and quality is of the highest quality and in accordance, where appropriate, with current regulations /legislation/Council standards. * Responsible for their own continuous self development in order to enhance their own performance and expected to undertake relevant training and development. * Expected to promote the Council’s employment policies, with particular reference to diversity, equality of access and treatment in employment and service delivery and to support /develop a working culture within these services that reflect the Council’s vision.   *Specific to this post:*   * To contribute to the solution of issues identified through the interpretation of information concerning SEN trends. * To represent the Authority on relevant working regional groups commissioned by the West Midlands SEN Leads Group. * To participate in departmental, directorate and multi agency working groups where appropriate. * To initiate and chair multi agency casework meetings where required. * To prepare and issue Education, Health and Care Plans within statutory deadlines as a duly authorised officer of the Authority. * To determine, as authorised, provision for children with significant special educational needs and to be accountable for decisions within the Authority’s funding, transport and placement procedures. * To assist in the preparation of the Authority’s written response to appeals to the Special Educational Needs and Disability Tribunal (SENDIST) in consultation with other officers and to act as the Local Authority’s representative at hearings when required. * To manage school phase transfer arrangements, within statutory deadlines, for those children with an Education, Health and Care Plan. * To attend Annual Reviews where an Education, Health and Care Plan is maintained. To advise schools on the Annual Review process and monitor the receipt and processing of Annual Review reports within the SEN Team. * To collate and communicate information, provide guidance and negotiate solutions involving SEN matters for a variety of purposes and audiences. * To respond appropriately to complex situations / cases in both face to face situations and in written communications. * To undertake casework in a manner which ensures that parents, schools, colleges and other settings are properly consulted, decisions are implemented efficiently and that disagreements are explored appropriately. * To contribute to and / or deliver training for Herefordshire schools, colleges and other settings, governors, parents and other agencies in the area of special educational needs and disability. * To participate in departmental, directorate and multi-agency working groups where appropriate. * To initiate and chair multi-agency casework meetings where required   **DATA QUALITY clauses**  **Council staff**  To follow the relevant procedures for ensuring that information and data is collected and recorded accurately thus enabling the production of reliable analyses and reports. | | |

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| **Job Activities:**   * Involvement in Authority decision making processes and SEN monitoring arrangements including attending Annual Reviews and following up Panel decisions. * Development and provision of information, guidance and training for a variety of purposes. * Attending and contributing to relevant meetings associated with service and policy monitoring and development. * Responding to all correspondence, preparing case notes, EHC Plans, SENDIST responses etc. * Chairing casework meetings, liaising within the Children’s Wellbeing Directorate, with parents and other agencies concerning SEN and/or disability issues and necessary follow up. | Frequency |

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| **Other information:**   * Disclosure and Barring Service type: enhanced. |

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| **General information:**  The post holder will be required to comply with organisation’s policies and procedures.  The organisation has a no smoking policy. Staff are not permitted to smoke on any of the organisation’s premises nor in any vehicle used on organisation business.  The post holder will promote the Council’s Health and Safety work policies and ensure that these are implemented effectively within his/her areas of responsibility.  Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. It is an essential requirement that staff are aware of the Herefordshire Safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Staff have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.  This Job Description covers the main duties and responsibilities of the job and will be subject  to review and amendment, in consultation with the post holder, to meet the changing needs of  the organisation.  Other activities commensurate with this Job Description may from time to time be undertaken  by the post holder. |

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| Line Manager Name:  Catherine Cann | Line Manager Signature:  Date: |

Date Job Description last reviewed:

01 October 2024

**PERSON SPECIFICATION**

**Job information as shown on organisation chart**

*Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. It is an essential requirement that staff are aware of the Herefordshire Safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Staff have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.*

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| All candidates will be considered on their ability to meet the requirements of the person specification | **Essential criteria** | | **Desirable criteria**  (Infrequent use – maximum of two on any person specification) | | **Method of Assessment\*** |
| **Experience** | * Experience, knowledge and understanding of schools and relevant SEN legislation including the Children and Families Act (2014), the 2014 SEN Code of Practice and the Equalities Act 2010. * Experience of managing complex issues in a work setting * Experience of using effective administrative and information systems. * Experience of working with a wide range of professionals from different disciplines. | |  | | I / AF / S  I / AF / S  I / AF / S  I / AF / S |
| Skills and Abilities  *Including personal attributes* | * High levels of oral communication, written communication, decision making, interpersonal and negotiation skills. * Ability to analyse, interpret and draw conclusions from a variety of professional reports, statistics and other management information. * Ability to use ICT packages (e.g. Word, Outlook, Excel, PowerPoint). * High levels of personal organisation and the ability to promote successful administrative practices. * Ability to manage, under pressure a high volume of work to deadlines. * Ability to act as an effective member of a wider team. | |  | | I / AF / S  I / AF / S  I / AF / S  I / AF  I / AF  I / AF |
| **Qualifications and Training**  *including professional qualifications* | * Graduate or equivalent. | |  | | AF |
| **Other Factors** *e.g. ability to work shifts, physical requirements (with adaptations where appropriate), ability to drive, agility to travel around county etc.* | * Ability to travel freely within the county and beyond. * Appreciation of confidentiality and access to information. | |  | | AF  I / AF |
| Line Manager Signature: Catherine Cann  Date: | | | | | |

\*Method of Assessment: AF = Application Form; I = Interview; S = Selection Method; P= Presentation

01 October 2024

Date Person Specification last reviewed