Job Summary

Post Title	Assistant EHC Co-ordinator	**Pay Grade**	5
Service Area	Education- SEND	**Line Manager**	EHC Coordinator
Location	Locality Team		

Section 1: Job Purpose

- Comply with statutory regulations in the preparation and review of Education, Health & Care Plans (EHC Plans) in accordance with the Children & Families Act 2014
- Work alongside EHCCos to manage and progress a caseload, involving children and young people with SEND and their families, and other relevant professionals.
- Contribute to the delivery of the best possible outcomes and the raised attainment of pupils with SEND
- Hold responsibility for transport eligibility and ensure clear accurate communication with children, young people and their families and local authority services

Section 2: Main Responsibilities and Duties

- With the support of the EHC Coordinator, manage and progress a caseload, including attending co-production meetings and drafting/amending Education, Health and Care Plans
- Liaise with parents and professionals as required to ensure Plans created are accurate and meet identified need
- Be the lead officer for transport eligibility recording
- Be the main point of contact for transport eligibility queries
- Use Council systems to ensure minimal handovers between SEND and transport colleagues
- Manage, monitor and review the progress of casework, identifying, mitigating and escalating risks as appropriate
- Support the SEND Service to monitor the timeline processes for EHC Needs Assessments.
- Work with colleague to ensure the panel processes run smoothly, including preparation of papers and liaison with other professionals as required
- Maintain an awareness of current and new legislation, national and local policy.
- Support the allocation of school placements for phased transfer pupils.
- Maintain properly documented case files, records and client information. Prepare standard reports as required and attend panels as appropriate to present cases (i.e. Complex Needs Panel)
- Proactively develop professional knowledge, skills and behaviours

Section 3: Values and Behaviours

We expect your values and behaviours to reflect the values of the organisation:

Proud
Ambitious
Collaborative
Trustworthy

The following criteria will be assessed from information provided on your completed application form, during the shortlisting and assessment process, and from your references.

Section 4: Knowledge, Skills and Experience (taken from role profile)	**Job Specific Examples**	**Essential**	**Desirable**
Considerable relevant experience with broad knowledge of the service area		✓	
Framework and issues relating to the client group and the ability to relate theory to practice	Children and Families Act 2014, SEND Code of Practice 2014. Equality Act 2010		✓
Planning and workload management skills.	Ability to manage a caseload and support team to meet statutory timescales	✓	
Ability to carry out client risk assessments to identify eligibility for service provision and/or risk of harm and to plan the support required.		✓	
Proven ability to work with challenging client groups sometimes with specialist needs.	Ability to work with parents/carers and young people with SEND	✓	
Good interpersonal skills. Ability to influence, negotiate and persuade a range of audiences with differing competence and abilities		✓	
Proven ability to build and maintain effective working relationships at all levels		✓	
Good presentational skills		✓	
Accurate record keeping and report writing.		✓	
ICT skills including use of Microsoft applications		✓	
Where the role is customer-facing and the post holder is required to speak to members of the public, the ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.		✓	
Qualifications		**Essential**	**Desirable**
Educated to degree standard or equivalent.			✓
Relevant professional qualification			✓
Good standard of English & Maths		✓	
Other Requirements			
The job involves travel for business purposes			