

Job Description Template

Job Description

JOB TITLE:	Education Health and Care Plan Co-ordinator
GRADE:	I
POST NUMBER:	
DIRECTORATE:	Children and Culture
SERVICE:	Education and Partnerships
RESPONSIBLE TO :	SEN Team Manager
RESPONSIBLE FOR:	No supervisory duties
	DBS Enhanced check required This post is not politically restricted
JOB SUMMARY:	<p>To administer statutory assessment procedures for children and young people with education, health, and care needs under the terms of the Children and Families Act 2014 and the SEN Code of Practice 2014.</p> <p>To have a front-line function and take responsibility for liaising closely with parents, schools, and other professionals in order to manage the complex process of carrying out EHC assessments of children and young people from birth to 25 years.</p> <p>To co-produce EHC Plans with families, keeping the child/young person at the centre of a person-centred approach and always having regard to the voice of the child/young person and the aspirations of the family.</p> <p>To ensure that all practices and procedures are followed appropriately so that the SEN Section provides an efficient and effective service</p>

ROLE REQUIREMENTS:	
1.	To be responsible for administering, maintaining, and monitoring a specific caseload of children and young people with special educational, health and care needs.
2.	To be responsible for all aspects of statutory assessments for Education, Health and Care Plans
3.	To provide a front-line service, including team email and telephone response on, Health and Care (EHC) Needs Assessment and monitoring services to parents, children, young people, educational establishments, and other agencies.
4.	To act as a key link for parents and to provide advice on statutory processes to educational establishments and other agencies.
5.	To assist decision making with fully prepared documentation as required for discussion with senior SEND officer or presentation to Panel
6.	To implement Panel decisions
7.	To attend phase transfer reviews as required and as part of LA standard arrangements
8.	<p>To be responsible, in relation to EHC assessments, for:</p> <ul style="list-style-type: none"> • Checking documentation received for EHC assessment requests – listing and identifying any missing information • Contacting parents to discuss key points as agreed with them, answering questions, and letting them know what to expect • Entering pupil information onto Synergy as required • Setting up electronic file and folders • Scanning and filing required documents • Preparing and distributing documents, including letters, consultation notices, other statutory notices, consistent with workflow processes, to parents, schools and other settings, and relevant professionals

	<ul style="list-style-type: none"> • Appropriate use of electronic mail and postage for document distribution • Checking receipt of annual review documentation and advising senior SEND officer if any amendments are required or not • Implementing senior SEND Officer decision or decision from Panel • Co-ordinating the transfer of pupils with EHC Plans into and out of borough • Co-ordinating admissions of pupils with EHC Plans to schools • Ensuring accurate and timely use and application of shared systems including workflow, filing, data input, record keeping is given high priority
9.	To implement statutory assessments and subsequent procedures including identifying appropriate placement for children and young people in accordance with the Children and Families Act 2014, Code of Practice 2014 and the local authority's policy and practice.
10.	To implement statutory assessments and subsequent procedures including identifying appropriate placement for children and young people in accordance with the Children and Families Act 2014, Code of Practice 2014 and the local authority's policy and practice.
11.	To respect the confidential and sensitive nature of the reports, advice, information, and data being administered, and to ensure that confidentiality is maintained.
12.	To ensure that travel assistance /transport is commissioned where agreed, for individual children & young people. To complete and maintain electronic records related to travel assistance.
13.	To provide a training and information service to Special Educational Needs Coordinators in schools.
14.	To maintain up to date knowledge of legislation in relation to special educational needs and all current assessment procedures in the SEN Code of Practice.

15.	To research specialist school placements and provide impartial advice to parents with regards to appropriate specialist provision
16.	To be responsible for all correspondence relating to the caseload and to respond efficiently and professionally to all communications.
CORPORATE RESPONSIBILITIES	
17.	Actively contribute to the council's priorities and outcomes in a way that promotes a 'one organisation' approach.
18.	Develop and maintain positive relationships with colleagues, stakeholders, and communities to ensure the council and the directorate strategic priorities are effectively implemented.
19.	Promote equality among all staff and ensure that services are delivered in a non-discriminatory way, that is inclusive of all disadvantaged groups.
20.	Support organisational change and learning, following, and implementing appropriate systems of self-development, communication and engagement, quality measures, monitoring, and review in delivering the functions of the role.
21.	Promote sustainability, including encouraging a culture of innovation and accountability amongst all council staff.
PEOPLE	
22.	To arrange and chair the EHC Plan meeting on completion of statutory assessment and to ensure that the meeting is person centred and reflects the views of parents and child or young person
23.	To visit schools when appropriate and offer information workshops for parents.
24.	To participate fully in the work of the SEN Section through working closely with others in the team to ensure coverage of the full range of functions which are the responsibility of the Section and taking lead responsibility within the Section for specific tasks or areas, to be negotiated with the Head of SEN, such as: travel assistance, clerking of panels, placements, phase transfers, etc
SERVICE	

25.	To contribute to the continuing improvement of the SEN Section, for the benefit of pupils and families as well as schools, partner agencies and professionals working with Tower Hamlets families.
26.	To work within statutory timescales, taking responsibility for self-monitoring workload and alerting line manager of any difficulties
27.	To prioritise the statutory processes for vulnerable children with EHC Plans, particularly looked after children, children missing from education, the children of members of the armed forces or children at risk of permanent exclusion, ensuring appropriate provision is identified without delay.

OTHER CONDITIONS:

To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training/development activities including the council's 'My Annual Review' scheme.

Ensure that all duties and responsibilities are discharged in accordance with the council's policies and procedures, Code of Conduct and relevant regulations and legislation.

To comply with the council's equal opportunities and diversity policies ensuring anti-discriminatory practice within the service area.

To undertake additional duties that may arise from time to time commensurate with the grade of the post.

SPECIAL TERMS AND CONSIDERATIONS

None

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Requirements	Person Specification for the Post of	Essential (E) or Desirable (D) (if applicable)	Method of Assessment A= Application Form T= Test I= Interview
Knowledge	1. Administrative/office procedures	E	A/I
	2. A working knowledge of the Children and Families Act 2014 and the associated SEND Code of Practice	E	A/I
	3. Knowledge of other legislation relating to children and young people and those with SEND	E	A/I
	4. IT skills	E	A/I
	5. High level of verbal and written communication skills	E	A/I
Qualifications & Experience	6. Experience of working with a range of partners including parents, carers, families, and schools	E	A/I
	7. Experience of participating in multi-agency meetings	E	A/I
	8. Experience of working in a pressurised environment and managing statutory deadlines	E	A/I
	9. Analysing, interpreting, and summarising a range of reports on children and young people	E	A/I

Job Description Template

Living the TOWER Values sets out the essential behaviours required of all staff.		They are aligned to the organisation's five TOWER Values	
We work TOGETHER across boundaries and with partners to achieve the best outcomes for Tower Hamlets	Takes action to improve team culture and improves relationships across the council and with partners to achieve the best outcomes.	E	A/I
We are OPEN and transparent	Thinks about the people they communicate with and adjusts their style accordingly.	E	A/I
We are WILLING to challenge, innovate and be accountable	Takes accountability for delivering clear goals and targets, whilst setting high standards, for self and others.	E	A/I
We empower each other to be EXCELLENT and go the extra mile	Actively recognises the successes and achievements of others, acknowledging them in creative ways.	E	A/I
We RESPECT all communities; they are the heart of everything we do	Ensures that they and others value the diversity of all people they work with and takes this into account in developing the service.	E	A/I
Additional Requirements	To comply with the requirement to carry out a DBS check on this role.	E	A/T