

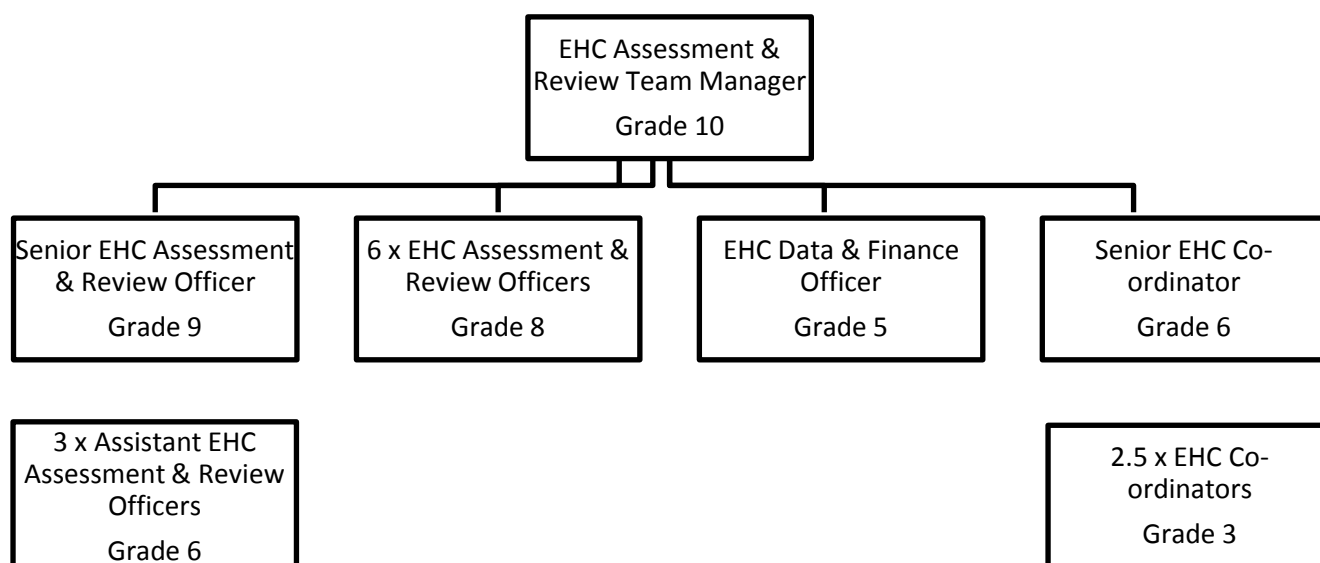
ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE:	Early Help & Schools
SECTION:	EHC Assessment and Review Team
LOCATION:	Number One Riverside
JOB TITLE:	Assistant Assessment and Review Officer
POST NUMBER:	
Grade:	6
Accountable to:	EHC Assessment and Review Team Manager
Accountable for:	n/a
Hours of Duty:	37 flexible working hours in accordance with the needs of the Service
Any Special Conditions of Service:	<p>The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by R B C.</p> <p>This post is not Politically Restricted in accordance with the current regulations</p> <p>Appointment to this post is subject to enhanced DBS including a barred list check against the child and adult workforce.</p>

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

ORGANISATIONAL CHART



PURPOSE AND OBJECTIVES OF THE JOB

1. Have responsibility for ensuring that the statutory processes are compliant with SEN and Disability (SEND) legislation.
2. To oversee the education, health and care (EHC) needs assessment process for children and young people. This will include the co-ordination and drafting of EHC plans and any amendments to plans as directed by the manager or the Senior Assessment and Review Officer.
3. To ensure the progress of children and young people with EHC plans is monitored and reviewed via annual review processes.
4. To participate in regular casework meetings.
5. To work closely in partnership with other services and agencies which provide support for children and young people with SEN.
6. To recognise the importance of positive relationships with parents/carers of children and young people with SEN and work to promote and develop this.
7. To liaise with the Sen and Disability Information, Advice and Support Service (SENDIASS) to ensure they have the necessary information to support parents/carers of children with SEN.
8. To research and collate information or draft reports relating to children and young people with special educational needs as required by other Officers.
9. To lead on a nominated area of work this will include casework and providing advice and support to colleagues and other stakeholders.

Control of Resources

Personnel

To be responsible for the direction, support and motivation of self and any staff under postholder's control

Financial

To work in accordance with Financial Regulations and procedures of the Council.

Equipment/Materials

To be responsible for the safe use and maintenance of equipment and materials used by the post holder

Health/Safety/Welfare

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

Relationships (Internal and External)

Internal: Headteachers, SENCOs, school staff, Early Help and Schools staff, Targeted Services staff.

External: Parents and carers, Health Service staff, voluntary agencies, SEN and Disability Information, Advice and Support Service (SENDIASS), other LAs etc.

Responsibilities

The postholder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.

Values and Behaviours

Approach the job at all times using the values set out in the Rochdale Way:

- Valuing our people
- Focusing on customers
- Acting with integrity
- Using time and money wisely
- Working together
- Always learning and improving

Be aware of and apply the Rochdale Way behaviours at all times.

Principal Duties

1. To co-ordinate education, health and care needs assessments, annual reviews and make amendments to EHCPs as necessary
2. To undertake casework for children and young people with SEN
3. To lead on a nominated area of work e.g. commissioning of placements, moves into and out of area, home to school transport etc.

Secondary Duties

- 1 To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.
- 2 To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Job Description prepared by _____ Date _____

Agreed by Postholder _____ Date _____

Supervisor/Line Manager _____ Date _____

Assistant Director _____ Date _____

**Rochdale Borough Council
Person Specification**

Service :	Early Help & Schools	Post:	EHC Assistant Assessment & Review Officer
Section :	EHC Assessment & Review	Post Number :	
Job Ref:		Grade:	6

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
(a) Special Working Conditions		
1 Are you willing to work flexible hours including occasional evenings and weekends when required?	E	AF
2 Are you able to travel within Rochdale, the North West and nationally if required?	E	AF
(b) Qualifications and Experience		
1 Do you have a professional qualification within education, health or social care which is equivalent to NVQ Level 3 or a willingness to obtain a qualification at this level?	E	AF & check qualification at interview
2 Do you have experience of working with a diverse range of children and young people with SEN and/or disabilities and their parents/carers?	E	AF/I
3 Are you educated to GCSE level or equivalent in maths and English?	E	AF & check qualification at interview
4 Please give details of your proven and relevant experience of multi-agency working	E	AF/I
5 What experience or knowledge of person centred planning and review approaches do you have?	E	AF/I
6 Tell us about your experience of working under pressure and making sound decisions?	E	AF/I
7 Demonstrate your evidence of continued professional development	E	AF
(c) Skills and Knowledge		
1 What knowledge of legislation relating to children and young people with SEN and Disabilities. This includes the Education Act 1996, Children and Families Act 2014, SEND Code of Practice and the Equality Act 2010 do you have?	E	AF/I
2 Tell us about your ability to deal with difficult and challenging situations with tact and sensitivity.	E	AF/I
3 Ability to prioritise work and meet statutory timescales in a calm manner.	E	I
4 Please give details of your knowledge of the education system including nurseries, schools and post-16 providers.	E	AF/I
5 Tell us about your excellent communication skills both in writing and orally with a range of audiences.	E	AF/Assessment

6	Ability to work as part of a team, to collaborate with other team members and support the overall work of a team.	E	I
7	Ability to manage and problem solve difficult and complex situations within the constraints of available resources to arrive at an agreed outcome with support from more senior members of staff where appropriate.	E	I
(d) Behaviours and Values			
1	<p>Approach the job at all times using the values set out in the Rochdale Way:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Valuing our people <input type="checkbox"/> Focusing on customers <input type="checkbox"/> Acting with integrity <input type="checkbox"/> Using time and money wisely <input type="checkbox"/> Working together <input type="checkbox"/> Always learning and improving <p>Please confirm you are willing to adhere to these values and behaviours.</p>	E	AF/I
2	If applying as part of the Armed Forces Scheme: Please confirm your last long term employer was the Armed Forces.	D	AF/I
3	If applying as part of the Armed Forces Scheme: Please confirm you have been looking for a job for 6-24 months since you left the Armed Forces.	D	AF/I