

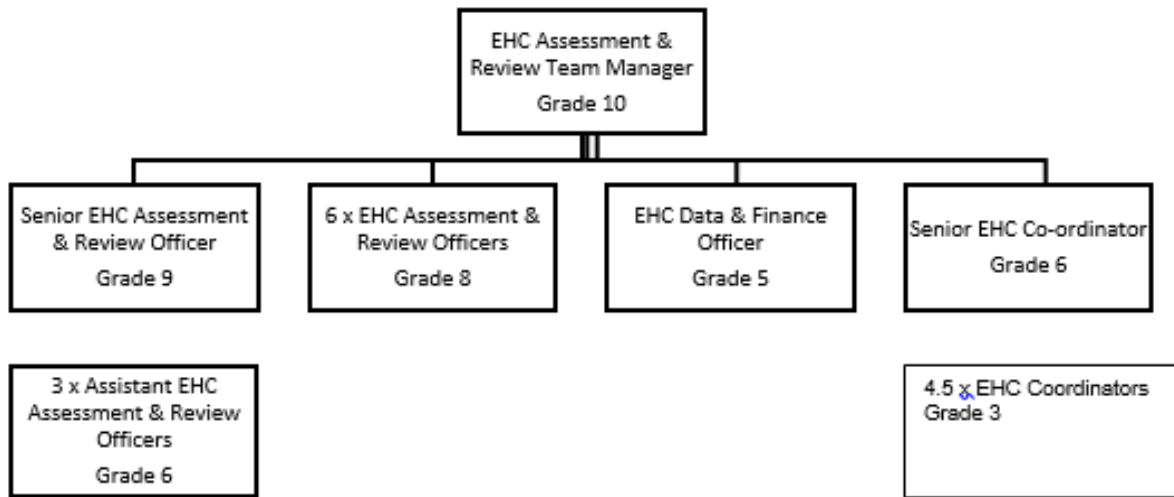
# **ROCHDALE BOROUGH COUNCIL**

## **JOB DESCRIPTION**

<b>SERVICE:</b>	EARLY HELP & SCHOOLS
<b>SECTION:</b>	EHC Assessment and Review Team
<b>LOCATION:</b>	Number One Riverside
<b>JOB TITLE:</b>	EHC Co-ordinator
<b>POST NUMBER:</b>	
<b>Grade:</b>	3
<b>Accountable to:</b>	Senior EHC Co-ordinator
<b>Accountable for:</b>	N/A
<b>Hours of Duty:</b>	37 flexible working hours in accordance with the needs of the Service
<b>Any Special Conditions of Service:</b>	<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 standard DBS clearance.</p> <p>External applicants must be a Rochdale Resident who lives within the municipal boundaries of the Borough of Rochdale</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**

To provide comprehensive casework management and co-ordination of Education, Health and Care needs assessments and annual reviews to ensure the effectiveness of the EHC Assessment and Review Team.

### **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 below:

- Proud of the difference we make
- Passionate about the diversity of the Borough
- Pioneering and Open in our approach

Be aware of and apply the values and behaviours at all times.

## **Principal Duties**

1. To be responsible for the processing of proposed and final EHC plans and for the copying and circulation of all confidential reports to parents and agencies in accordance with established procedures and timescales for identified learners attending an educational setting.
2. To monitor and process amendments to EHC plans and annual reviews for these pupils as instructed by more senior members of the team.
3. To maintain case files for these learners and prepare these for multi-disciplinary case conferences and review meetings, including the preparation of chronologies as required.
4. To co-ordinate meetings including My Plan meetings and annual review meetings.
5. To minute statutory assessment panel meetings and facilitate actions from those meetings under the direction of the Senior EHC Coordinator.
6. To respond to general enquiries and correspondence relating to SEN, ensuring that a high standard of service is provided to parents/carers, schools and other professionals (including those from Health, Social Services and the voluntary sector).
7. To be conversant with SEN legislation and policy affecting work and procedures undertaken by the post holder.
8. To deal with enquiries relating to SEN travel assistance including the processing of application forms, issuing of letters and liaising with Transport Services
9. To process requisitions and payments for goods and services using the Council's online system. This will include raising purchase orders and processing payments upon receipt of goods and services.

## **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

<b>Service :</b>	Early Help and Schools	<b>Post:</b>	EHC Co-ordinator
<b>Section :</b>	EHC Assessment and Review Team	<b>Post Number :</b>	
<b>Job Ref:</b>		<b>Grade:</b>	3

### **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.

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Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
<b>Filter question</b>		
<b>If you are an external applicant please confirm you are a Rochdale Resident who lives within the municipal boundaries of the Borough of Rochdale?</b>	<b>E</b>	<b>AF</b>
<b>(a) Special Working Conditions</b>		
1 Please describe your ability to work flexibly within an office environment	<b>E</b>	<b>AF/I</b>
<b>(b) Qualifications and Experience</b>		
1 Please confirm you have English & Maths GCSEs at Grade C or above or equivalent (e.g. CSE Grade 1)	<b>E</b>	<b>AF/I and check qualifications at interview</b>
2 What is your experience of working as a member of a team in a busy office environment?	<b>E</b>	<b>AF/I</b>
3 Please give examples of how you have processed casework and inputted data into IT systems	<b>E</b>	<b>AF/I</b>
4 Please give an example of working methodically and recording information accurately within agreed timescale	<b>E</b>	<b>AF/A</b>
5 Please describe your experience of responding calmly and professionally on the telephone at all times	<b>E</b>	<b>AF/I</b>
<b>(c) Skills and Knowledge</b>		
1 What is your knowledge of education legislation as it relates to special educational needs?	<b>E</b>	<b>AF/I</b>
2 Please give examples of your ability to communicate clearly and professionally on the telephone, face to face and in writing with parents and a range of professionals?	<b>E</b>	<b>AF/I</b>
3 What is your working knowledge of IT applications, including the use of Microsoft Office e.g. Excel and Word?	<b>E</b>	<b>AF/I</b>
4 Please give examples of when you have worked on your own initiative, monitored and prioritised own work to meet fixed timescales?	<b>E</b>	<b>AF/I</b>
5 What is your knowledge of data protection and information security legislation and can you explain the importance of confidentiality as it relates to this post?	<b>E</b>	<b>AF/I</b>

6	Please provide an example of your ability to work flexibly in accordance with the needs of a busy team?	E	AF/I
<b>(d) Behaviours and Values</b>			
1	<p>Ability to approach the job at all times using the values set out below:</p> <ul style="list-style-type: none"> <li>• Proud of the difference we make</li> <li>• Passionate about the diversity of the Borough</li> <li>• Pioneering and Open in our approach</li> </ul> <p>To be aware of and apply the values and behaviours at all times.</p>	E	AF/I