

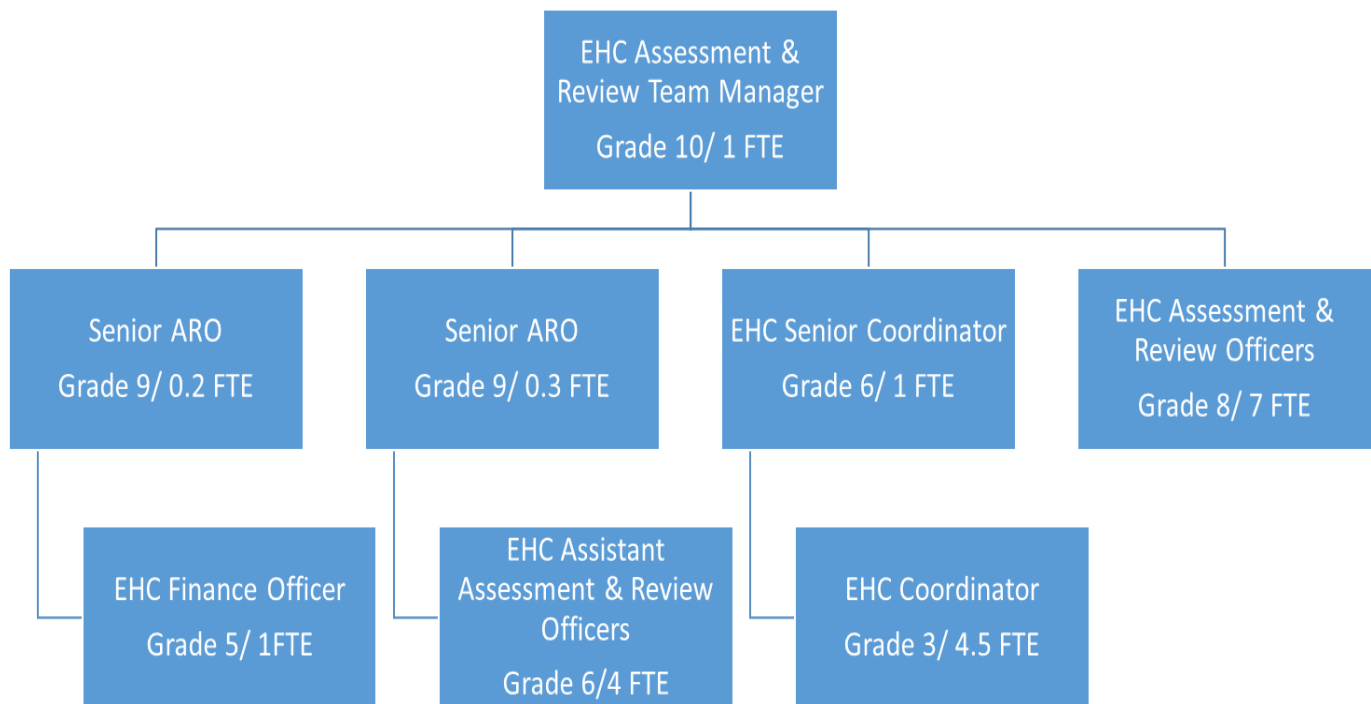
ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE:	EARLY HELP & SCHOOLS
SECTION:	EHC Assessment and Review Team
LOCATION:	Number One Riverside
JOB TITLE:	Senior EHC Co-ordinator
POST NUMBER:	6
Grade:	
Accountable to:	EHC Assessment and Review Team Manager
Accountable for:	EHC Co-ordinators
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 Rochdale Borough Council</p> <p>This post is/is not Politically Restricted in accordance with the current regulations (<i>delete as appropriate</i>)</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) To oversee the computerised system for recording and tracking Education, Health and Care (EHC) needs assessments and EHC plans (EHCP) ensuring statutory timescales are met.
- 2) To manage a team of EHC co-ordinators to ensure that statutory processes are followed in line with the SEND Code of Practice and current education legislation.
- 3) To monitor and report on EHCP data including data cleansing as necessary.

Personnel

To manage and supervise EHC co-ordinators.

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, Children's Services, data team

External: Parents and carers, young people, , Early Years settings, Post 16 education and training providers, 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
- Passionate
- Pioneering and Open

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

Principal Duties

1. To oversee the co-ordination and tracking of the procedures relating to the statutory EHC needs assessment and EHCP processes for children and young people with SEN age 0-25 years. This will include Phase Transfers and school consultations.
2. To maintain a check on the receipt of professional advice and to chase-up missing elements as necessary.
3. To liaise with senior management about any problems regarding the co-ordination process of EHC needs assessments.
4. To keep the EHC Assessment and Review Team Manager up to date with progress on assessments and EHCP reviews.
5. To assist with the issue of EHC plans as required.
6. To contribute to service development including systems and protocols in conjunction with team manager and other stakeholders.
7. To monitor, review and update service forms and correspondence to ensure the Local Authority is compliant.
8. To ensure that the Team's Local Offer Information remains relevant and up-to-date.
9. Responsible for the coordination of induction for new team members including ordering equipment and setting up IT user accounts etc

10. To have an overview of the finance and data requirements of the EHC processes and to provide cover for the EHC data and finance officer during long term absence e.g. sickness
11. To monitor and review the computerised system to ensure it is working efficiently and is fit for purpose, liaising with the IT service if any issues.
12. To line manage the EHC co-ordinators, carrying out appropriate supervision, annual PDR and recruitment, selection and induction of new staff.
13. To ensure that the EHC co-ordinators are legally compliant when working on all aspects of the SEN statutory process
14. To support the EHC Data and Finance Officer with SEN statistical returns including the SEN2, Alternative Provision Census, Best Value Performance Indicators, Performance Manager etc.
15. To monitor the progress of appeals to the SEN and Disability Tribunal and co-ordinate the preparation of tribunal bundles for the LA and parents ensuring statutory timescales are met.
16. To represent the EHC Assessment and Review Team on task groups as required.
17. To be conversant with the changes in legislation and policy affecting work procedures undertaken by the postholder.
18. To ensure that SEND data and other appropriate data is cleansed accordingly and that staff are instructed of the process they need to complete to ensure the accuracy of data stored on shared IT systems.
19. Responding to enquiries from professionals, parents, carers and young people relating to all aspects of the statutory processes.
20. To oversee the processes involved in ceasing to maintain a plan and archiving records where there is no longer any involvement.
21. To co-ordinate Phase Transfers including admissions to primary school and transfers to secondary and further education to ensure new placements are secured and parents/carers informed within the statutory timescales..
22. Co-ordinating formal consultations with educational settings regarding placement of a child or young person with an EHCP.

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:	Senior EHC Co-ordinator
Section :	EHC Assessment & Review Team	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
Filter Questions			
1	Do you have a Level 3 qualification or above in a relevant specialism e.g. local government, business studies, SEN etc?	E	AF/I
2	Do you have experience of supervising members of staff?	E	AF/I
(a) Special Working Conditions			
1	What is your experience of working flexibly within the office environment including hot desking?	E	AF
3	At peak times you may be required to work longer days. Would this be a problem for you?	E	AF/I
(b) Qualifications and Experience			
1	What is your experience in leading, motivating and co-ordinating team working?.	E	AF/I
2	What are your qualifications in English and maths of GCSE Grade C or above (or equivalent)?	E	AF/I
3	Describe your experience of line management, including carrying out professional development reviews/appraisals.	E	AF/I
4	What is your experience of using a range of IT systems and programs including word processing, spreadsheets and databases?	E	AF/I
(c) Skills and Knowledge			
1	What is your knowledge and understanding of the processes involved in the statutory EHC needs assessments and associated reviewing procedures as stated in the SEND Code of Practice?	E	AF/I
2	Provide examples of your ability to use your own initiative, work independently and as part of a team.	E	AF/I
3	Describe how you work effectively under pressure and meet non-negotiable timescales.	E	AF/I
4	Provide examples of when you have communicated <u>effectively</u> with a wide range of professionals and members of the public.	E	AF/I/A
5	What is your understanding of confidentiality, data protection and information security issues as they relate to this area of work?	E	AF/I

6	Why do you believe you have excellent literacy and numeracy skill?	E	AF/I
7.	Give an example of a task you completed that involved the interpretation and analysis of information and the purpose/outcome of the task.	E	AF/I/A
8	What do you consider to be the key considerations when preparing and presenting reports for a range of audiences?	E	AF/I/A
9	Describe your ability to work calmly and methodically and with meticulous accuracy when under pressure.	E	AF/I
10	Give an example of how you have reviewed a system or process in your work and the changes that you made to improve service delivery.	E	AF/I
(d) Behaviours and Values			
1	<ul style="list-style-type: none"> Proud Passionate Pioneering <p>Please confirm you are willing to adhere to these values.</p>	E	AF/I