

ROCHDALE BOROUGH COUNCIL

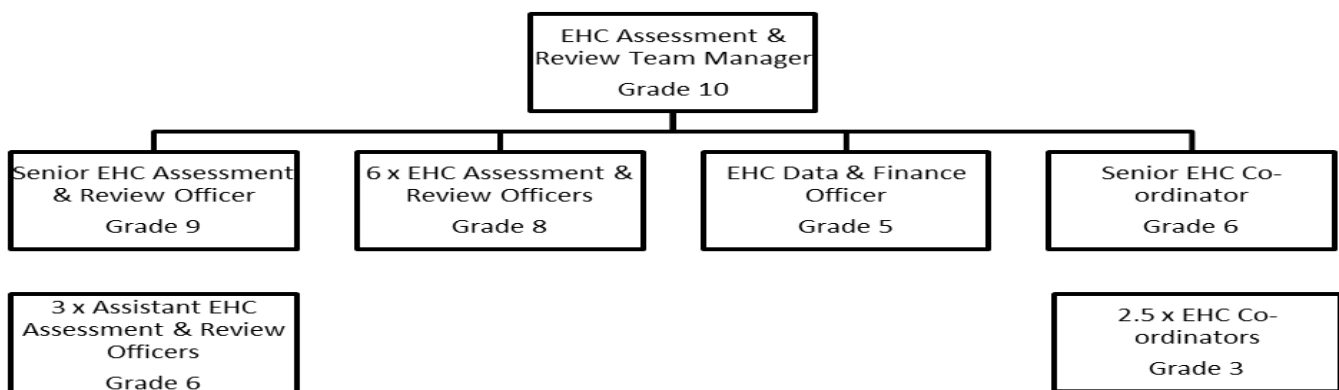
JOB DESCRIPTION

SERVICE:	Early Help & Schools
SECTION:	EHC Assessment and Review Team
LOCATION:	Number One Riverside
JOB TITLE:	EHC Assessment and Review Team Manager
POST NUMBER:	
Grade:	Grade 10
Accountable to:	Senior Deputy Team Leader (SEN)
Accountable for:	EHC Assessment and Review Team
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 Disclosure and Barring Service and background checks.</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

Add who report up to



PURPOSE AND OBJECTIVES OF THE JOB

1. To ensure that the Local Authority complies with the statutory requirements of the education, health and care (EHC) needs assessment process, maintenance and review of EHC plans as defined in the SEN and Disability Code of Practice and educational legislation.
2. Implementation of the EHC assessment and review aspects of Rochdale's SEND Strategy.
3. To manage 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 the post holder's control, including the day to day management and supervision.

Financial

To work in accordance with Financial Regulations and procedures of the Council. To be responsible for the financial control of budgets allocated directly or indirectly within the EHC Assessment and Review Team.

Equipment/Materials

To be responsible for the safe use and maintenance of equipment and materials used by the post holder and staff within the EHC Assessment and Review Team.

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, Governors, Elected Members, 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, Mediation Service, SENDIST Tribunal.

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 manage the statutory assessment and review process for children and young people with SEN to ensure that the Local Authority's statutory duties are fully met.
2. To take responsibility for the making of decisions on behalf of the Local Authority in relation to requests for statutory assessments from both professionals and parents within statutory timescales.
3. To ensure the quality, accuracy, consistency and deliverability of all Education, Health and Care Plans (EHCPs).
4. To allocate casework within the EHC Assessment and Review Team and assume responsibility for more complex cases including attendance at meetings for these children and young people and undertake any casework that arises from these cases.
5. To line manage members of the team, carrying out appropriate supervision and the annual PDR.
6. To work closely with parents/carers of children and young people with SEN and to monitor, review and develop new and effective ways of involving parents in the statutory processes ensuring person centred approaches are used consistently.
7. To take responsibility as the Safeguarding Lead on the Team and to ensure that the Council's statutory responsibilities in respect of the care and protection of children and vulnerable adults are discharged and delivered to the agreed standards, eligibility criteria and procedures/guidance.
8. To support and challenge educational settings in ensuring that positive outcomes for this cohort of children and young people are delivered.
9. In conjunction with special schools headteachers, plan for the placement of children in these schools.
10. To maintain an oversight of the placement of children and young people in educational settings who have moved into the area and ensure that provision is made for them in a timely fashion.
11. To take responsibility for the management and monitoring of designated SEN budgets that relate to the work of the team.
12. To lead on the preparation and presentation of SENDIST and mediation cases.

13. To ensure that complaints from parents, settings, elected members, other professionals and the Ombudsman in relation to the work of the EHC Assessment and Review team are completed within timescales. If required to investigate complaints across the SEN & CWD Service.
14. To plan, monitor and evaluate the work of the EHC Assessment and Review Team via performance clinic, annual plans and the PDR process.
15. To play an active role in the Senior Management Team of the SEN and Children with Disabilities Service including leading on agreed areas for the Service.
16. To provide training to SENCOs and others in relation to the work of the Team. To represent the Service at meetings, panels and on working groups.
17. To work with parents/carers, SMT, Health and Social Care and the voluntary sector in the development of new processes and paperwork.

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 Assessment & Review Team Manager
Section :	EHC Assessment & Review Team	Post Number :	EHSCWDAT0001
Job Ref:		Grade:	10

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
Filter Questions			
1	Do you have a professional qualification within education, health or social care (to degree level equivalent) or a related degree?	E	AF/I and check qualification at interview
(a) Special Working Conditions			
2	Are you able to work flexible hours including evenings and weekends when required?	E	AF
3	Are you able to travel around the borough, the North West and nationally when required?	E	AF
(b) Qualifications and Experience			
4	What is your experience of supervising, managing and leading staff?	E	AF/I
5	What is your experience of working with a diverse range of children and young people with SEN and/or disabilities and their parents/carers?	E	AF/I
6	Please give details of your direct experience of successful multi-agency working.	E	AF/I
7	What experience of managing budgets (e.g. forecasting, monitoring and reporting) do you have?	E	AF
8	What experience of evaluation, monitoring and quality assurance of service delivery do you have?	E	AF/I
(c) Skills and Knowledge			
9	Please describe your good organisational and effective time management skills including the ability to work under pressure at key times.	E	AF/I/A
10	What is your understanding the needs of children and young people with SEN and disabilities and the potential barriers to their learning?	E	AF/I
11	What ability and understanding of person centred approaches to planning and reviewing meetings do you have?	E	AF/I/A
12	Can demonstrate a focussed approach to determine good outcomes for children and young people with EHC plans.	E	AF/I/A
13	How would you communicate effectively with a wide range of stakeholders and demonstrate excellent communication	E	AF/I/A

	skills both orally, and in writing and with appropriate presentation skills?		
14	What knowledge and understanding of the legislation relating to children and young people with SEN and Disability do you have?	E	AF/I
15	What is your understanding of the plan, do, review process in relation to a Service/Team improvement cycle?	E	AF/I
(d) Behaviours and Values			
16	<p>Approach the job at all times using the values set out in the Rochdale Way:</p> <ul style="list-style-type: none"> • Valuing our people • Focusing on customers • Acting with integrity • Using time and money wisely • Working together • Always learning and improving <p>Please confirm you are willing to adhere to these values and behaviours.</p>	E	AF/I
Armed Forces			
17	If applying as part of the Armed Forces Scheme please confirm your last long term employer was the Armed Forces.	D	AF/I
18	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