

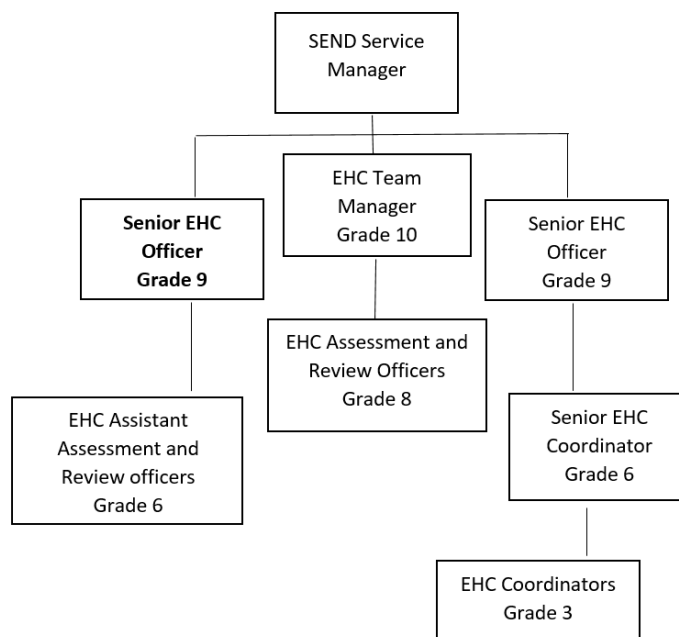
# **ROCHDALE BOROUGH COUNCIL**

## **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>                         | Senior Assessment and Review Officer   |
| <b>POST NUMBER:</b>                       |  |
| <b>Grade:</b>                             | 9  |
| <b>Accountable to:</b>                    | Assessment and Review Team Manager   |
| <b>Accountable for:</b>                   | Assistant Assessment and Review Officers   |
| <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/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 assist the team manager in ensuring that the Local Authority complies with the statutory requirements of the education, health and care needs (EHC) assessment process including the maintenance and review of EHC plans.
2. To deputise for the team manager in his/her absence.
3. To line manage the Assistant Assessment and Review Officers.

## **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 management of the independent and non-maintained special school budgets.

### **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, 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, 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 below:

- Proud
- Passionate
- Pioneering and Open

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

## **Principal Duties**

1. To contribute to the statutory assessment and review process for pupils with SEN to ensure that the Local Authority's statutory duties are fully met. This will include the checking and signing of final EHC plans.
2. To be responsible for a caseload which will include the writing of plans, attendance at review meetings for these pupils and processing any casework that arises from these cases.
3. To be responsible for the recruitment and management of a team of Assistant Assessment and Review Officers including supervision, professional development and the annual PDR.
4. To support and advise Assessment and Review Officers in relation to operational matters.
5. To support and challenge educational settings in ensuring that positive outcomes for this cohort of children and young people are delivered.
6. To take responsibility for the management and adoption of EHC plans which have been transferred from other local authorities including the commissioning of educational placements for children and young people who have moved into the borough and have an EHC plan.
7. Obtain quotations and negotiate costs and provision with independent and non-maintained schools to ensure best value for the Local Authority.
8. To set up National Schools Contracts with independent and non-maintained special schools and monitor effectiveness of delivery and value for money.
9. To manage the Pre-16 independent school budget including accounting, forecasting and reporting any pressures to the team manager.
10. To lead on or support the preparation and presentation of cases for the First Tier Tribunal Service (SENDIST).
11. To improve the quality and consistency of EHC plan writing through moderation and internal audits and report concerns to the manager on an agreed basis.
12. To play an active role in the development of the team including contributing to team development plans, taking part in task and finish groups and attending regional officer events.
13. 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.
14. Promote and model a person centred approach to working with families.

## **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> | <b>Early Help &amp; Schools</b>         | <b>Post:</b>         | <b>Senior EHC Assessment &amp; Review Officer</b> |
| <b>Section :</b> | <b>EHC Assessment &amp; Review Team</b> | <b>Post Number :</b> |   |
| <b>Job Ref:</b>  |   | <b>Grade:</b>        | 9   |

**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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| <b>Criteria</b>   | <b>Essential (E)<br/>or<br/>Desirable (D)</b> | <b>How Identified:<br/>AF Application Form<br/>I Interview<br/>A Assessment</b> |
|---|---|---|
| <b>Filter Questions</b>   |   |   |
| 1 Do you have a degree or equivalent in a relevant subject e.g. childhood studies, teaching, SEN etc?   | <b>E</b>                                      | <b>AF/I<br/>(Certificates to be brought to interview)</b>                       |
| 2 Do you have significant experience of the EHC needs assessment and EHC plan processes and their management?   | <b>E</b>                                      | <b>AF/I</b>   |
| <b>(a) Special Working Conditions</b>   |   |   |
| 2 Ability to travel round the Rochdale borough and further when the Service necessitates representing the EHC Assessment and Review Team and the wider LA as and when required.       | <b>E</b>                                      | <b>AF</b>   |
| <b>(b) Qualifications and Experience</b>  |   |   |
| 1 Provide evidence of continued professional and personal development   | <b>E</b>                                      | <b>AF</b>   |
| 2 Describe your experience of working with children and young people with SEN and disability (SEND) and their families  | <b>E</b>                                      | <b>AF/I</b>   |
| 3 Detail your experience of drafting statements of SEN and/or EHC plans   | <b>E</b>                                      | <b>AF/I</b>   |
| 4 Explain your experience of supervision and PDR meetings.  | <b>E</b>                                      | <b>AF/I</b>   |
| 5 Describe your experience of commissioning successful educational placements.  | <b>E</b>                                      | <b>AF/I</b>   |
| <b>(c) Skills and Knowledge</b>   |   |   |
| 1 Explain your excellent knowledge and understanding of a wide range of SEN including appropriate provision which will reduce or remove barriers to learning in a mainstream setting. | <b>E</b>                                      | <b>AF//A</b>  |
| 2 Describe your knowledge and understanding of SEND education and management within different educational settings including nursery, school and FE college.                          | <b>E</b>                                      | <b>AF/I</b>   |
| 3 Explain your ability to work in partnership with a range of stakeholders including children, young people, education, health and social care professionals and parents/carers.      | <b>E</b>                                      | <b>AF/I</b>   |
| 4 Explain your knowledge and experience of the SEND Code  | <b>E</b>                                      | <b>AF/I</b>   |

|                                  |  |          |              |
|----------------------------------|--|----------|--------------|
|                                  | of Practice 2015, Section 3 of the Children and Families Act 2014 and current education legislation.   |          |              |
| 5                                | Explain your understanding of National Schools Contracts and Schedule 2.   | <b>E</b> | <b>AF</b>    |
| 6                                | Excellent written and verbal communication skills including skills in persuading, negotiating and dispute resolution.  | <b>E</b> | <b>AF//A</b> |
| 7                                | Describe your ability to advice and support colleagues within the team to ensure legislation and local policies are followed correctly and to contribute to their personal and professional development.   | <b>E</b> | <b>AF/I</b>  |
| 8                                | Describe your excellent organisational skills and ability to work efficiently, prioritise work and meet set timescales with a minimum of supervision.  | <b>E</b> | <b>AF/I</b>  |
| 9                                | Explain your analytical skills to interpret and summarise information and a pro-active approach to problem solving.  | <b>E</b> | <b>AF//A</b> |
| 10                               | Expand on your ability to work flexibly and to manage a complex caseload.  | <b>E</b> | <b>AF/I</b>  |
| 11                               | Excellent attention to detail and a consistent approach when checking work to ensure written documents are always of a high quality.   | <b>E</b> | <b>AF/I</b>  |
| 12                               | Expand on your knowledge of relevant procurement and financial procedures such as contracts and budget monitoring.   | <b>E</b> | <b>AF/I</b>  |
| <b>(d) Behaviours and Values</b> |  |          |              |
| 1                                | <p>Approach the job at all times using the values set out below:</p> <ul style="list-style-type: none"> <li>• Proud</li> <li>• Passionate</li> <li>• Pioneering and Open</li> </ul> <p>Be aware of and apply the values and behaviours at all times.</p> | <b>E</b> | <b>AF/I</b>  |