

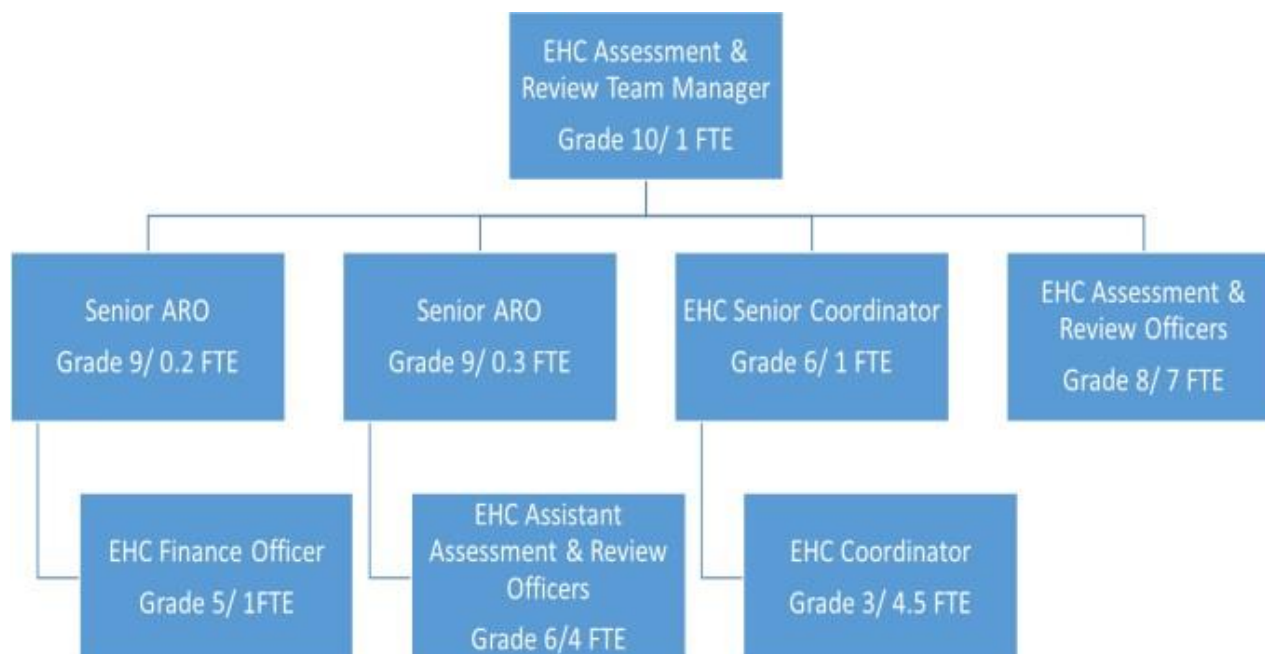
ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE:	EARLY HELP & SCHOOLS
SECTION:	EHC Assessment and Review Team
LOCATION:	Number One Riverside
JOB TITLE:	EHC Co-ordinator
POST NUMBER:	
Grade:	3
Accountable to:	Senior EHC Co-ordinator
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 Rochdale Borough Council.</p> <p>This post not Politically Restricted in accordance with the current regulations.</p> <p>Appointment to this post is subject to standard DBS clearance.</p> <p>External candidates applying for this post 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 post holder'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, Data Team.

External: Parents, carers & young people, Early Years Settings, Post 16 Education & 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 be responsible for the processing of draft 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 & young people, 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 Saima Majid Date 25/07/2022

Agreed by Postholder _____ Date _____

Supervisor/Line Manager _____ Date _____

Assistant Director _____ Date _____

**Rochdale Borough Council
Person Specification**

Service :	Early Help and Schools	Post:	EHC Co-ordinator
Section :	EHC Assessment and Review Team	Post Number :	EHSCWDAT0022
Job Ref:		Grade:	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
(a) Special Working Conditions			
	Please confirm that you are a Rochdale resident who lives within the municipal boundaries of the Borough of Rochdale	E	AF
1	Please describe your ability to work flexibly within an office environment.	E	AF/I
(b) Qualifications and Experience			
2	Do you have English GCSEs at Grade C or above or equivalent (e.g. CSE Grade 1)?	E	AF/I and check qualifications at interview
3	Why do you believe you have excellent literacy and numeracy skills?	E	AF/I/
4	What is your experience of working as a member of a team in a busy office environment?	E	AF/I
5	Please give examples of how you have processed paperwork and inputted data into IT systems.	E	AF/I/
6	Please give an example of working methodically and recording information accurately within agreed timescale.	E	AF/
7	Please describe your experience of responding calmly and professionally on the telephone at all times.	E	AF/I
(c) Skills and Knowledge			
8	What is your knowledge of education legislation as it relates to special educational needs?	E	AF/I
9	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.	E	AF/I
10	What is your experience of using a range of IT systems and programs including work processing, spreadsheets and databases?	E	AF/I

11	Please give examples of when you have worked on your own initiative, monitored and prioritised own work to meet fixed timescales.	E	AF/I
12	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?	E	AF/I
13	Please provide an example of your ability to work flexibly in accordance with the needs of a busy team	E	AF/I
(d) Behaviours and Values			
14	<p>Approach the job at all times using the values set out below:</p> <ul style="list-style-type: none"> • Proud of the difference we make • Passionate about the diversities of the Borough • Pioneering and Open in our Approach <p>Please confirm you are willing to adhere to these values and behaviours.</p>	E	AF/I

