

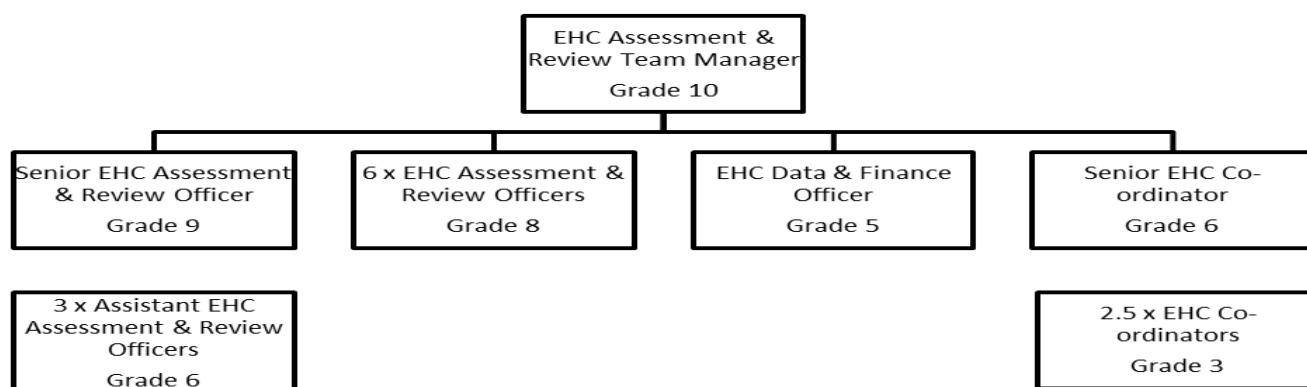
# **ROCHDALE BOROUGH COUNCIL**

## **JOB DESCRIPTION**

<b>SERVICE:</b>	<b>EARLY HELP &amp; SCHOOLS</b>
<b>SECTION:</b>	EHC Assessment and Review Team
<b>LOCATION:</b>	Number One Riverside
<b>JOB TITLE:</b>	EHC Assessment and Review Officer
<b>POST NUMBER:</b>	
<b>Grade:</b>	8
<b>Accountable to:</b>	EHC Assessment and Review Team Manager
<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 enhanced DBS including a barred list check against the child and adult workforce.</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 draft Education, Health and Care (EHC) Plans and amendments to EHC Plans in accordance with the requirements of the SEND Code of Practice and the Children and Families Act 2014 legislation.
2. To support and challenge schools and settings in meeting the needs of pupils with Special Educational Needs.

## **Control of Resources**

### **Personnel**

To be responsible for the direction, support and motivation of self and any staff under postholder's control.

### **Financial**

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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), adult services including social care

## **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 draft EHC plans or non-statutory SEN Support plans following completion of the statutory assessment process.
2. To chair My Plan meetings and EHC plan reviews (where required) using person centred planning and key working principles.
3. To attend Annual Reviews of pupils with EHC Plans, both within the Authority and in other Boroughs and review the outcomes of those reviews and make recommendations regarding provision/placement to the EHC Assessment and Review Team Manager.
4. To draft amendments to EHC Plans as required.
5. To support and challenge schools and settings in meeting the needs of children and young people with Special Educational Needs and promoting inclusive practices, as defined by the SEND Code of Practice and council policy.
6. To participate in regular casework meetings.
7. To work in partnership with other services and agencies which provide support for children and young people with SEN.
8. To recognise the importance of positive relationships with parents/carers of pupils with SEN and work to promote and develop this.
9. To liaise with the SEN and Disability Information, Advice and Support Service (SENDIASS) to ensure they have the necessary information to support parents/carers of children with SEN.
10. To take responsibility for a designated cluster of schools/settings within the borough and act as the named officer in these settings in relation to their pupils with EHC Plans.
11. To lead and plan in collaboration with EHC Assistant Assessment and Review Officers as required. Offering advice and support in day to day work of the team.
12. To work collaboratively with the EHC Assistant Assessment and Review Officers and EHC case co-ordinators to ensure the statutory duties of the team are discharged and any casework is carried out efficiently.
13. To contribute information or reports in preparation for tribunal hearings as required.
14. To peer review draft EHC plans and amendments to ensure plans are of a high quality in line with RBC agreed standards and national requirements within the SEND Code of Practice.
15. To support the team in the development and implementation, leading on key areas as agreed with the Team Manager e.g. Children in Care, Early Years, Post 16 etc.

## **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>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>	8

**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) or Desirable (D)</b>	<b>How Identified: AF Application Form I Interview A Assessment</b>
<b>Filter Questions</b>			
1	Do you have a professional qualification within education, health or social care (to degree level equivalent) or a related degree?	<b>E</b>	<b>AF/I/production of qualification</b>
2	Do you have experience of working with a diverse range of children and young people with SEN and/or disabilities and their parents/carers?	<b>E</b>	<b>AF/I</b>
<b>(a) Special Working Conditions</b>			
1	Have you the ability to work flexible hours including evenings and weekends when required.	<b>E</b>	<b>AF</b>
2	Can you travel within the Rochdale borough, the North West and nationally if required.	<b>E</b>	<b>AF</b>
<b>(b) Qualifications and Experience</b>			
1	Please explain what direct experience of successful multi-agency working you have had involvement with.	<b>E</b>	<b>I</b>
2	Can you describe the experience you have had of working with a diverse range of children and young people with SEN and/or disabilities and their parents/carers?	<b>E</b>	<b>AF/I</b>
3	What knowledge and experience of using ICT e.g. Microsoft Word, Excel, Outlook etc do you hold	<b>E</b>	<b>AF</b>
4	What up-to-date training and experience in information security, confidentiality and data protection have you completed	<b>E</b>	<b>AF/I</b>
<b>(c) Skills and Knowledge</b>			
1	Can you explain good organisational and effective time management skills in meeting timescales	<b>E</b>	<b>I</b>
2	Please demonstrate a sound understanding of the needs of children and young people with SEN and disabilities and the barriers they may experience in accessing a mainstream education.	<b>E</b>	<b>AF/I</b>
3	What knowledge and skills do you have in person centred approaches.	<b>E</b>	<b>I</b>
4	Please describe your ability to work as part of a team, show initiative and responsibility	<b>E</b>	<b>AF/I</b>
5	Describe the skills that support you to communicate	<b>E</b>	<b>I/A</b>

	effectively with a wide range of stakeholders and demonstrate excellent communication skills both orally, and in writing and with appropriate presentation skills.		
6	Please explain your knowledge of SEN and disability legislation including the SEND Code of Practice (2015) and their relevance to the post.	<b>E</b>	<b>I</b>
7	What abilities do you have to read, analyse and summarise information and prepare clear, concise reports.	<b>E</b>	<b>AF/A</b>
8	Please explain your understanding of the importance of confidentiality as it relates to this post?	<b>E</b>	<b>AF</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><input type="checkbox"/> Proud</li> <li><input type="checkbox"/> Passionate</li> <li><input type="checkbox"/> Pioneering and Open</li> </ul> <p>Please confirm you are willing to adhere to these values and behaviours.</p>	<b>E</b>	<b>AF/I</b>