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| |  | | --- | |  | | **EHC Assessment Co-ordinator**  Thank you for your interest in applying for the above post. Please find attached the Job Description and Person Specification for the role. | | **Working for Stockport Council** | | **Macintosh SSD:Users:tony.collinge:Desktop:values_job_description:STAR_logo_and_values.jpg**  Stockport Council has 4 core values that run through everything we do and are known as the Stockport Way of doing things. As an organisation we stay true to them no matter what challenges we face. The values came from colleagues and were developed through workshops and consultation across the Council.  [This video,](https://play.buto.tv/3My87) produced 'in house' and featuring colleagues from across the Council, explains each value and shows how colleagues are living these values each day.  As a new colleague the Council will expect you to work in accordance with these values. We also have policies and procedures around health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities which we expect you to adhere to. These will be explained in detail to you as part of your induction process.  You can find out more about working for Stockport Council, and some of the benefits we offer employees, online at <https://greater.jobs/locations/stockport/>  H:\Directorate Services Team\Recruitment (Annalie Burns' Team)\Recruitment\OTHER\Diversity and Inclusion\DISABILITY CONFIDENT\employer_small.png |   green band epsStockport Council  **Job Description** | |
| Post Title EHC Assessment Co-ordinator  Service Area: Education  **Directorate: Services to People**  **Team: SEN** | Salary Grade: SO1 |
| **Post Reports to: Team Lead for SEN**  **Post Responsible for: NA** | |
| **Main Purpose of the Job:**  To manage an individual caseload involving complex children & young people, including early years with special educational needs and disabilities (SEND) and be able to react to changing priorities on a daily basis.  To formulate, draft and review high quality EHC plans, by analysing and collating information from a range of professionals though the statutory needs assessment process.  To plan and arrange cost effective travel arrangements to a number of educational and social care establishments, both within and outside the Borough of Stockport.  To manage parent/carer/professional expectations whilst working within resources available to ensure that SEND needs are identified within statutory timescales.  To provide an holistic approach by working collaboratively with parents/carers, children and young people and professionals to ensure that SEND and transport needs are identified in a timely manner and ensure that the views and wishes of the child/young person are integral to the assessment, planning and review process. | |
| **Job Activities:**   1. To ensure that the Education Health and Care (EHC) assessment process is carried out efficiently, consistently and in line with Stockport’s EHC assessment process and the SEND Code of Practice, including meeting the prescribed, statutory timescales. 2. To work sensitively and collaboratively with parents/carers, children and young people by acting as the named officer for the Local Authority for the EHC process. 3. To use restorative approaches when dealing with challenging situations and when delivering difficult decisions/ recommendations. 4. To ensure compliance with the DATA Protection Act 1998, using consent led information-sharing to maximise multi-agency working. 5. To ensure all processes are carried out in accordance with the Children and Families Act 2014 and SEND Code of Practice 2014. 6. To ensure all LAC children are appropriately placed within a timely manner adhering to specific LAC legislation. 7. To ensure all pupils, including Early Years, with SEND are allocated appropriate provision on transition in line with statutory timescales. 8. To ensure parents/carers, children and young people receive appropriate information and are aware of their rights under appropriate legislation so that they can make informed decisions. 9. To ensure that all casework is legally compliant whilst remaining person-centred, pro-active and responsive to the needs of children and young people and paying due regard to the views of parents about the EHC process and available travel options. 10. To manage relationships with families, young people and professionals effectively to ensure the best outcomes for children and young people. 11. To be responsible for liaising with parents/carers and Head teachers/SENCOs where there is dissatisfaction with the outcome of statutory assessment, including the arrangement of further meetings with partners as required. 12. To prepare cases for SEN/early years, attend panels as required and deliver outcomes following panel in the most appropriate format i.e. face to face meetings, telephone or written correspondence. 13. To chair and organise conciliation meetings where parents are in disagreement with Stockport Local Authority to prevent appeals to First Tier Tribunals (SENDIST Appeals). 14. To assist in preparing information for the First Tier Tribunals (SENDIST Appeals) 15. Through regular Pastoral visits to settings, to contribute towards a system of regular review and evaluation of users’ views of the effectiveness of the service and implement plans for improvement. 16. To maintain and further develop strong working relationships with services, agencies and providers to contribute to effective multi-agency working. 17. To represent the Council at statutory review meetings to ensure that the agreed provision is in place and continues to be appropriate and make appropriate recommendations as required. 18. To effectively manage the day to day transport queries and operations for young people in education, up to the age of 25, working within the statutory guidelines. 19. To manage travel support costs and SEN provision using spreadsheets, for the purposes of invoicing, financial reporting, OLA recharges and Direct Payments. 20. To effectively and immediately manage any emergency situations which may occur at school placement. 21. To undertake any other duties as required by management commensurate with the post and grade. | |
| **Additional responsibilities:**  To work positively and inclusively with colleagues and customers so that the Council provides a workplace and delivers services that do not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.  To fulfill personal requirements, where appropriate, with regard to Council policies and procedures, standards of attendance, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities.  To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee’s background, skills and abilities. Where this occurs there will be consultation with the employee and any necessary personal development will be taken into account. | |

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Stockport Council

Competency Person Specification

The criteria listed below represent the most important skills, experience, technical expertise and qualifications needed for this job role.

Your application will be assessed against these criteria to determine whether or not you are shortlisted for interview.  Any interview questions, or additional assessments (tests, presentations etc) will be broadly based on the criteria below.

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| **Competency** | **Essential or Desirable** |
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| **Experience** |  |
| Experience of working with children and young people with SEN and disabilities. | Essential |
| Extensive experience of multi-agency working. | Essential |
| Working knowledge and understanding of child protection and safeguarding children. | Essential |
| The ability to work under pressure and to tight deadlines. | Essential |
| The ability to read, interpret and act on reports from other professionals. | Essential |
| The ability to prioritise a demanding caseload. | Essential |
| **Skills and Knowledge** |  |
| High level of oral communication skills including the ability to communicate effectively in a variety of situations, face to face, by telephone or in a large group. | Essential |
| Excellent written communication skills, including the ability to draft clear and concise documents. | Essential |
| Knowledge of relevant SEND legislation and Code of Practice, and an understanding of its implications in practice. | Essential |
| Knowledge of school practices and processes, and how pupils with SEND are likely to make good progress | Essential |
| Effective negotiation skills: ability to manage oral and written negotiations sensitively, professionally and successfully. | Essential |
| Demonstrate effective skills in conflict resolution | Essential |
| Able to demonstrate a high level of personal resilience in demanding situations. | Essential |
| Knowledge of spreadsheets and databases | Essential |
| Ability to chair multi-agency meetings. | Essential |
| Ability to prioritise complex work; utilise management information data; awareness of quality assurance frameworks and ability to implement robust quality assurance of practice. | Essential |
| Demonstrated commitment to Anti-Oppressive Practice. | Essential |
| **Education and Training** |  |
| Demonstrate a commitment to continuing professional development | Essential |
| Good standard of Education including numeracy and literacy skills equivalent to GCSE English and Maths (Grade A-C) or above. | Desirable |
| Understands and actively supports Stockport Councils diversity and equality policy. | Essential |
| To meet Stockport Council’s standard of attendance. | Essential |
| A willingness to be flexible in a changing environment | Essential |