

EHC Plan Writer (Education, Health & Care Plans)

Role Profile

Service: Service Development - Children, Family & Education
Grade: Band 5
Reporting to: EHC Manager
Responsible for: None



We Have

Trafford is a great place to live, work, learn and visit. From its leafy suburbs, to its more urban areas, the borough takes pride in its strong, diverse communities, its cultural and sporting heritage and its position as the region's economic powerhouse.

We have a diverse culture and history and lead the way in innovative groundbreaking initiatives, all aimed at supporting change, positioning the Council and ensuring it is able to continue providing key services to the most vulnerable. Trafford Council and its partners in the public, private and third sectors are embarking on a Vision for 2031, which sees us working together to close inequality gaps and maximise Trafford's huge potential and ensure that we have **No one held back, No one left behind**. The principles behind this vision are:

People - We will help you to help yourself and each other

Place - Create places where people want to live, learn, work, invest and relax



Our Culture

Trafford Council employs around 2300 non-school members of staff and as one of the biggest employers in the borough, we work hard to make Trafford Council an employer of choice. We care what you think and believe you are more than just a job role. We have a great benefits' package and a real focus on your health and wellbeing, as well as, extensive learning and development opportunities.

For us, it's not just about *what* we achieve as an organisation, but *how* we do it. Therefore, all employees are expected to display our values.

At Trafford Council we:

Engage the people of Trafford

Are always Improving

Lead the way

Act with Integrity

Value our People

Use Time and Money wisely

You Have

Your Strengths

The 'You have', 'Your strengths' and 'A day in the life' sections of this Role Profile are there to give you an understanding of what skills, knowledge and experience we would like you to bring with you and how you might succeed in your role.

We are a values based organisation, so reflecting our values in your evidence will support your application.

- Recognised level 4 qualification or combination of formal off the job training plus 2 years' experience in a similar environment
- Administrative experience, especially in working directly with electronic recording systems and data bases
- Experience of working with multi-agency partners
- Knowledge and understanding of the Children and Families Act 2014 and the Code of Practice (2014)
- Knowledge and understanding of children and young people with special educational needs and disabilities
- Knowledge and understanding of one of the following:- schools, early year's settings or colleges
- Ability to communicate effectively with colleagues and/or the public both verbally or in writing, selecting and using appropriate media
- Ability to deal with sensitive information in a tactful and diplomatic manner
- Self-motivated with ability to prioritise and manage your daily workload, producing accurate work within deadlines and with minimal supervision
- Being flexible and adaptable at work in order to meet competing priorities

- Excellent written and verbal communication skills including report writing
- Data collection
- Analytical skills
- Customer service commitment
- Tact and diplomacy
- Effective organisational and planning skills
- Collaborative working
- ICT and numeracy skills

- Ability to quickly analyse problems and find appropriate solutions
- Excellent interpersonal and communication skills both written and verbal
- Ability to work to an electronic recording system and manage a data base

A day in the life

Your Main Priorities

To assist the EHC Manager and EHC Co-ordinators to carry out the statutory procedure for the assessment, planning and review of children and young people with special educational needs.

To ensure children, young people and parents/carers views and wishes are integral to the the assessment, planning and review process and EHC Plans are co-produced with them.

To collate all information from children, young people and their families, professionals and support services in relation to individual cases to populate plans .

To write EHC Plans for children and young people that:-

- fully and accurately describe their special educational needs and any health and social care needs;
- records their views, interests and aspirations;
- includes person centred outcomes based on their needs and aspirations;

- specifies the provision required and how education, health and care services will work together to meet the child or young person's needs and support the achievement of the agreed outcomes.

To adhere to principals and statutory processes as per the SEN Code of Practice.

To work to statutory timescales..

Key duties

- Responsibility for the effective administration under the 2014 Children and Families Act and in accordance with the Code of Practice on Special Educational Needs.
- Assist in the EHC Co-ordinator of the provision and delivery of draft plans, in relation to the statutory assessment of children and young people with special educational needs.
- Administer the procedure for statutory assessment of children and young people with special educational needs including placement, monitoring and review.
- Comply with timescales for the assessment process in accordance with national and local targets.
- To draft EHC Plans according to statutory procedures.
- Respond efficiently and sensitively to all communications received from parents, children, young people and professionals.
- Legally and effectively administer consent led Information Sharing to maximise multi-agency working and in accordance with the Data Protection Act.
- Participate in continuing professional development and regular team meetings.
- Undertake any other duties commensurate with the post assigned by the EHC Manager.

Date prepared/revised: Alison Milne Aug 2018

Prepared/revised by: CH/AM

Health and Safety

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

Equalities & Diversity

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

Customer Care

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery. To recognise the value of its people as a resource.

Training and Development

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

Policy

To work at all times within the established policies and practices of the Council, within the framework established by the Council Constitution and associated guidance.

Information Governance

Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to personal and or sensitive information relating to service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the Council unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence and or data breach has been established.

All information obtained or held during the post-holders period of employment that relates to the business of the Council and its service users and employees will remain the property of the Council. Information may be subject to disclosure under relevant legislation.

To ensure information is shared safely and complies with information governance standards and associated legislation.