

Job Profile

EHCP Locality/Area Lead

Grade: 11 JE: 14983 Date created: May 2017. Reviewed: 2025

About the Job

The overall purpose of this role is to ensure that children and young people with Education, Health & Care plans (EHCPs) within a specific locality achieve positive outcomes by accessing an education which is appropriate to meet their continuing needs. This will be achieved by promoting holistic working across Education, Health and Social Care and monitoring how education providers respond to children with plans – ensuring that the statutory duties for children and young people with SEND is discharged effectively.

This is what we need you to do...

- Effectively manage a locality team to ensure that children and young people with EHCPs, their families and other professionals receive the support they need to achieve the best outcomes and that statutory duties are met
- Support and develop key networks and relationships both internally and externally, including with other teams and agencies supporting children and young people– to provide a holistic approach to meeting needs
- Work closely with schools and other educational settings (pre-school, mainstream, academies, special schools, post-16 providers and attached centres) on all aspects of SEND provision
- Manage, monitor and evaluate the quality of SEND casework with regard to statutory requirements and timeframes, addressing any issues of compliance and ensuring services are child and family centred and outcome focused, regardless of internal or partnership structures
- Audit provision in schools to inform the development, implementation and moderation of funding systems for allocating resources
- Lead in some aspects of project and strategic development work
- Monitor and contribute to reviewing the effective delegation of SEND resources – including supporting schools in their self-evaluation
- Lead, develop and monitor processes relating to assessment and provision; especially for young people from academic year 8 up to age 25
- Ensure effective and transparent decision making is in place and is quality assured – including chairing panel meetings
- Monitor outcomes for children and young people and target council input into annual reviews for maximum benefit
- Promote the welfare of children and young people and at all times ensure priority is given to safeguarding and that GCC safeguarding policies and procedures are followed.
- Support the EHCP Service Manager and Deputy Service Manager in leading the development and implementation of change projects leading to improved integrated working and outcomes for children

Special Conditions

- Under the provisions of the Local Government Housing Act 1999, this post is deemed to be politically restricted
- Car owner/driver, with access to a vehicle within working hours, and hold a current full driving licence valid for driving in the UK
- This post is subject to enhanced DBS clearance and you will be asked to apply for a Disclosure certificate if you are offered the position

Monitoring and ongoing development of outcomes

As part of the annual appraisal, outcome based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the council reserves its right to amend or add to the accountabilities listed above.

The ideal candidate will have...

Experience

- Proven track record in the leadership, management, change management and development of cross-service issues and opportunities as part of corporate responsibility
- Experience of managing statutory processes
- Excellent knowledge and experience of SEND
- Experience in identifying potential concerns regarding the delivery of SEN provision – including observation, evaluation and report writing
- Experience of working in partnership with parent carers
- Successful experience of multi agency working across agency and professional boundaries
- Experience of monitoring and managing budgets

Knowledge, Skills and Understanding

- Proven skills in effective involvement and partnership work with stakeholders, (including parents, young people, families, voluntary & private sectors and partner services) to develop and improve service provision, change management
- Excellent knowledge of legislation and statutory guidance related to SEND and understanding of its implications
- Detailed knowledge of SEND legislation, reforms and codes
- Ability to identify quality educational provision and offer appropriate support/challenge to drive change
- Ability to lead/support projects
- Ability to work effectively with parents, children and young people
- Ability to develop productive working relationships with people at all levels
- Ability to work under pressure with changing patterns of work demands
- Negotiation and influence skills
- Leadership and management of service delivery
- Good knowledge of how to understand local needs and priorities
- Good knowledge of safeguarding procedures

Behavioural attributes

- Demonstrates Gloucestershire Leader/Employee Behaviours
- Ability to use initiative and be proactive
- Ability to build credible and effective relationships with schools
- Excellent interpersonal skills, able to work independently and as part of a team
- Excellent organisation and ability to meet challenging deadlines
- Ability to respond to a changing pattern of demand at work which can be unpredictable and unplanned requiring constant shifts in priority
- Positive, solution focused attitude to problem solving; innovative and flexible approach to challenges
- Resilient and able to cope and function effectively when working in a pressurised environment
- Ability to champion the needs of vulnerable children, young people and their families, providing robust support and challenge to stakeholders and providers
- Ability to empower others and provide expert advice & guidance in order to increase skills and confidence in others
- Committed to achieving the best outcomes for children and young people – taking responsibility, being professionally curious and holding self and others to account

Education & Qualifications

Essential

- Educated to degree level or equivalent experience
- Qualified Teacher Status or equivalent, with further wide experience on all aspects of SEN
- Evidence of continuous professional development

Desirable

- Experience within an Education Department/as a SENCO/within a specialist school or educational setting

There are also a number of generic requirements that are applicable to all employees within the Council. There can be found at the following link:

<http://staffnet.gloscc.gov.uk/index.cfm?articleid=8579>