Job Profile

EHCP Lead Case Coordinator

Grade: 10 **Date created: June 2017**

About the Job

To support the EHCP Locality Lead in the delivery of a special educational needs casework service that meets all statutory requirements. To promote improved outcomes for children and young people and their families through the development and review of Education, Health and Care Plans

This is what we need you to do...

- Support the EHCP Locality Lead by taking a lead responsibility for a specific area of work and geographical locality
- Provide line management, supervision and casework oversight to EHCP Case Coordinators
- Quality assure and sign off statutory plans completed by EHCP Case Coordinators
- To work with regard to statutory requirements and timeframes in the preparation, review and amendments of statutory plans (EHCPs)
- To prepare and present cases to SEN Panel
- To work with a wide variety of professionals to include educational settings, Health and outside professional agencies (local, countywide and occasional national collaboration needed)
- To prepare for, and present at, First Tier Tribunals (SENDIST Appeals)
- To work closely with legal representatives (within and external to GCC) and to be aware of relevant legislation and cases
- To work closely with families and carers to ensure effective and appropriate SEN provision is being made and is securing positive outcomes
- To monitor the quality of Statutory Assessment, Annual Review and associated EHCP documentation, to evaluate this and to contribute to ongoing improvements
- To work closely with SENCOs and other practitioners, including training where necessary, to improve the quality of documentation and the quality of outcomes for CYP with EHCPs
- To monitor and challenge, where appropriate, the outcome of statutory reviews

Special Conditions

- This position is subject to an enhanced DBS check and you will be asked to apply for a disclosure certificate if you are offered the position
- You need to hold a current, full driving licence and have use of a vehicle, this is a countywide post that involves travel across the county

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

Experience

- Excellent knowledge of Special Educational Needs
- Experience in identifying safeguarding concerns
- Ability to mediate potentially complex and difficult situations
- Experience within an Education Department
- Experience of working with pupils with SEND
- Experience of observation, evaluation and report writing
- Experience of working within an educational setting and/or experience of working with young people, parents and carers
- Experience of completing assessments, analysing reports and planning support to meet identified needs
- Experience of providing casework supervision, advice and guidance to colleagues and other practitioners

Knowledge, Skills and Understanding

- Ability to work effectively with parents, children and young people
- Proven skills in effective partnership working
- Good knowledge of safeguarding procedures
- Understanding of the SEND code of practice
- Ability to work to challenging deadlines
- Good negotiation skills
- Ability to identify quality educational provision
- Good knowledge of how to understand local needs and priorities relating to the areas of accountability for the role
- Ability to challenge and to suggest solutions to problems
- Understanding of national policies and the context of SEND
- Excellent communication and literacy skills, with the ability to précis and present information to multi agency panels
- Good ICT competencies

Behavioural attributes

- Ability to cope and function effectively when working in a pressurised environment
- Emotionally resilient
- Flexible, focused and with excellent time management
- Organised; ability to prioritise and to meet deadlines
- Excellent interpersonal skills
- Excellent communication skills (written and oral)
- Ability to respond to a changing pattern of demand at work, which can be unpredictable and unplanned, requiring constant shifts in priority
- Demonstrate Gloucestershire Leader/Employee Behaviours
- Commitment 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

- Education to Degree level standard or able to evidence equivalent academic ability
- Relevant professional qualification