

Principal Officer SEND - EHCP monitoring & Review

FAMILIES & COMMUNITIES



Families & Communities Children and Families		
Post Title	Grade	Role Type
Principal Officer SEND - EHCP monitoring & Review	10	

Our Vision - Is for a connected Staffordshire, where everyone has the opportunity to prosper, be healthy and happy.

Our Outcomes - The people of Staffordshire will:

- Be able to access more good jobs and feel the benefit of economic growth
- Be healthier and more independent
- Feel safer, happier and more supported in and by their community

About the Service

Insight has evidenced that Staffordshire is a great place to live. Most families are happy, safe and have loving homes, however there are some families who face challenges that mean they cannot thrive in the way they want to.

We are committed to developing a system and a way of working that will enable Staffordshire's children to thrive within their own families and communities by addressing the root causes of difficulties for the whole family at the earliest point.

Staffordshire's Children's Service aims to:

- Maximise the achievement of better outcomes for families in Staffordshire using all available resources, effectively and efficiently.
- Support safer, healthier, thriving children whose needs are met within their families and communities where it is safe to do so, reducing the need for higher cost, complex interventions.
- Provide high quality statutory Children's Service (Staffordshire County Council's children's services are currently rated as "Good" by Ofsted) that only works with those children and families who require this specialist level of intervention.

Our commissioning is focused upon reducing demand. We recognise that our commissioning must be evidenced based and future focused. Whilst the service within the cusp of statutory care is dealing with the issues that are presenting today we expect to commission services, relationships and practice smartly to prevent those issues presenting in the future.

Reporting Relationships

Responsible to: Head of SEND

About the role

To manage the monitoring and review process for children and young people with an education, health and care plan in line with the Children and Families Act 2014, the SEND Code of Practice (CoP) 2015 and Staffordshire local authority procedures. The role will work closely with other SEND Principal Officers, District Leads, Quality Assurance and SEND Key Workers as the expert providing appropriate advice, guidance and support. The role will support the development and maintenance of practice standards, assist with training and development for the district based SEND offer.

Key Accountabilities

1. To centrally co-ordinate the monitoring and review of the Education, Health and Care plan process across the SEND function, providing guidance, support, coaching and direction to ensure that the agreed processes are implemented.
2. Deliver effective service development and improvement to ensure the maintenance of a high performing, evidence based and outcome focused annual review coordination.
3. Develop and sustain productive working relationships with internal and external stakeholders, promoting and championing the annual review process across the SEND agenda
4. To be an advocate for the promotion of the use of technology to record, track, monitor and continually improve our ways of working to both manage performance and inform business intelligence.
5. To empower participation of individuals and families in the management and development of the SEND service, opportunities and identifying gaps in provision.
6. Support the Local Authority to deliver its statutory functions in regard to the SEND Code of Practice and advise on policy and practice in relation to the SEND Code of Practice, Equality Act, EHCP processes and other relevant national and local policy.
7. Support the development and maintenance of practice standards, assist with training, development and workforce planning, provide advice and guidance on complex casework.
8. Work in partnership with leads and managers of education, health and social care services to ensure effective delivery in meeting the needs of SEND children and young people in Staffordshire.
9. Liaise with managers and leads of specialist provision within Staffordshire and other county areas where appropriate.

10. To work with the team of SEND Principal Officers, under the leadership of Head of SEND to provide a reliable consistent, quality, future focused SEND service across Staffordshire.
11. Work with identified lead for the Education Health and Care Plan ensuring it is up to date and aligned with our systems and processes.
12. To maintain all appropriate records, prepare assessments and reports; and provide statistics to monitor outcomes and improve performance.
13. To identify themes and trends at county level to inform county and locality commissioning.
14. Under the leadership of the Head of SEND, work effectively with LA officers to reduce barriers and avoid time delay or duplication
15. Working with relevant professionals, using a matrix management / co management approach, ensure that there is continuity of approach and understanding across the county. Promote joint working with agreed actions in order to allow for robust monitoring mechanisms focusing on children and young people using a graduated response..
16. To be responsible for the delivery of effective and good quality interventions and plans across all teams and in partnership with members of the wider childrens and families teams, including providing advice and support on SEND transport needs.
17. To participate in partnership based activities as determined by the Head of Service.
18. To ensure that all relevant and appropriate professionals comply with local policies and Staffordshire Safeguarding Children Board procedures and promotes and champions these procedures to other providers.
19. To comply with internal audit frameworks.
20. Ensure that all necessary development, training and induction is undertaken to drive effective service delivery and adhere to corporate and service requirements.
21. The post holder will carry out any other reasonable duties within the overall function commensurate with the grading and level of responsibilities of the post.

Professional Accountabilities

Additionally, the post holder is required to contribute to the achievement of the Council, Directorates, Strategic HR and individual objectives through:

Financial Management

Personally accountable for delivering services efficiently and effectively, and to implement any approved savings and investment allocated to the service area.

People Management

Participation and contribution in the Personal Performance Review process.

Equalities

Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change

Delivering energy conservation practices in line with the County Council's corporate climate change strategy.

Health and Safety

Ensure a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the County Council Health & Safety policy.

Safeguarding

To be committed to safe guarding and promoting the welfare of children and young people/vulnerable adults.




The content of this job description and person specification will be reviewed on an annual basis.

Person Specification

A = Assessed at Application

I = Assessed at Interview

T= Assessed through Test

Minimum Criteria for Disability Confident Scheme *	Criteria	Measured by
	Qualifications/Professional membership <ul style="list-style-type: none"> Educated to Degree Standard or equivalent qualification 	A
	Knowledge and Experience <ul style="list-style-type: none"> Working knowledge of the Children and Families Act 2014 and SEND Code of Practice 2015 Knowledge and experience of the SEND Hub coordination role Must be able to work independently although part of a team. Experience of partnership working, engagement and working with other professionals to achieve agreed tasks and outcomes Experience of working to a business plan Experience of working in a changing environment. Contributing to the quality assurance of services against planned outcomes Experience of overseeing the completion of work and directing staff Experience of controlling and managing budgets Knowledge and competence in using different IT programs. 	A/I
	Skills <ul style="list-style-type: none"> Ability to communicate clearly and precisely in the most appropriate way Skills in consultation and engagement with children and young people, and parents/carers Ability to lead and/or work collaboratively with a wide range of professionals from both statutory and voluntary agencies Managing an area of work Ability to network with a range of professionals Project management skills Ability to lead and manage people Time management skills with proven ability to prioritise work and meet deadlines Ability to work under pressure Ability to work on own initiative Ability to develop effective working relationships Ability to work with complexity and conflict to achieve consensus 	A/I

	<p>and action to a common goal</p> <ul style="list-style-type: none"> • Written communication skills • To promote equality and diversity and anti-discriminatory practice • A commitment to ongoing personal development • Car Driver, although suitable adjustments will be made in accordance with the Disability Discrimination Act • Demonstrates informed decision making and professional judgement <p>This post is designated as a casual car user</p>	
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****An Enhanced DBS will be needed for this post****



If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the **Disability Confident Symbol**, which is a recognition given by Jobcentre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting the **Recruitment Team on 01905 947446**.