Staffordshire County Council

SEND EHCP Co-Ordinator

Grade 7

About the Service

The SEND team provides the strategic and specialist SEND practice support to the Local Authority, SEND partnership including children and their families, health commissioners and providers as well as education providers to fulfil the SEND statutory duties (Children and Families Act 2014). The SEND service also includes the Educational Psychology Service, ASSIST and Specialist Teaching Support which contribute to the delivery of SEND services including the graduated approach to meeting SEND needs across Staffordshire.

About the Role

This role undertakes the coordinating, facilitating and creating the assessment of need and the development of an education, health and care plan (EHCP) that is outcome focused in line with the relevant legislation and Code of Practice. Acting as the co-ordinator for children, young people and adults with special educational needs & disability this role will call on the support of key qualified social work teams, educational psychology, health and any other professional who you require contributions from in terms of specialist assessment and review pathways. As the co-ordinator, those undertaking this role will attend and participate in next steps meetings, coordinating with families and professionals, supporting collaborative decision making, and recording agreed actions clearly in the required systems.

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Reporting Relationships

Responsible to: SEND Team Manager

Responsible for: N/A

Key Accountabilities:

1. To work within one of the following areas of the SEND Pathway: Reviews 0-16, Reviews PfA, Reviews Alternate Education, or New Assessments.

2. Develop collaborative relationships with individuals with special educational needs and a disability of all ages, and their families, that promote choice and independence, respecting diversity and difference and reach agreement on appropriate tangible and realistic outcomes.

3. Analyse written, verbal and observation information to understand needs, strengths and potential of individuals.

4. Collaborate with other professionals and partners in order to fully understand need and enable individuals to achieve their outcome and to be as independent as possible.

5. Identify and explore, with the individual and their family, innovative and appropriate options to support their individual agreed, outcomes, facilitating individuals making informed choices.

6. Working with the individual, their family and a range of partners and external agencies, broker services, support packages, education providers and create opportunities to meet identified options and outcomes.

7. Identify, negotiate and understand costs of options for the individual over time.

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8. Work with other professionals to ensure that the individual and/or their family are aware of any costs which would need to be contributed by them.

9. Arrange the allocation and review of funding to the individual to pay for agreed options as a personal budget.

10. Ensure that any necessary agreements or contracts are in place to enable the individual to achieve their outcomes.

11. Maintain appropriate professional records of all key discussions, investigations, findings, assessments, opinions (including factual basis) and decisions, including electronic client records and necessary performances data, in line with policies and procedures.

12. Co-ordinate annual reviews of education health and care plans to monitor progress towards outcomes, using the evidence to formulate new arrangements and plans with the individual, their family and other agencies.

13. Manage workload, prioritising all work in accordance with the purpose principles and processes of SEND, and all relevant legislation.

14. Adhere to the principles of SEND Team and contribute to the shaping, continual improvement and promotion SEND Team.

15. Actively participate in the performance, quality assurance processes, including peer and reflective supervision, analysis of performance data, learning from complaints and compliments, personal development and continuing professional development.

16. Undertake all required referrals, collaboration, investigation and action under the Staffordshire Inter-agency Adult Protection and Child Protection Procedures.

17. Undertake any other duties required by Management which are commensurate with the grading of the post.

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18. Demonstrate strong digital literacy by confidently utilising Microsoft 365, online communication platforms, and web-based systems as part of daily responsibilities.

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Person Specification

Qualifications/Professional membership

- NVQ3/equivalent qualification (or a willingness to undertake) and experience in a relevant discipline i.e. education, social care, childcare, advice and guidance or related subject or equivalent experience.
- Commitment to ongoing personal and professional development.

Knowledge and Experience

- Significant experience of planning personalised individual support for adults, young people or children with a disability.
- Understanding of disabilities, special educational needs and their impact, for individuals, their families and society.
- Experience or working as part of a team.
- Experience of enabling individuals and families to consider and appraise immediate, medium term and long-term outcomes and to develop dynamic options for individuals to progress to independence.
- Experience of self-appraisal and reflective practice.
- Experience of using Information Technology to create documents, data records, diary records, communication and reports.
- Knowledge of the dimensions and impact of child and adult abuse and procedures to report concerns.
- Experience of preparing documents for panel and have excellent presentation skills to ensure appropriate outcomes within timescales
- Experience of problem solving and identifying opportunities for improvement.
- Experience of being able to demonstrate resilience and resourcefulness that allows you to operate in a changing environment.
- Knowledge of the roles and responsibilities of partner organisations.
- Knowledge of the mental capacity act, capacity to consent, Deprivation of Liberty Safeguards, Mental Health Act, Children Act, Education Act, Code of Practice and safeguarding procedures sufficient to know the limits of this role and to engage other professionals when required.
- Working knowledge of SEND Legislation and Disability.

Skills

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- Able to develop and sustain impartial collaborative relationships with children, young people or adults with a disability and their families.
- Excellent verbal and non-verbal communication with individuals and their family.
- Able to demonstrate awareness of the public purse and financial / budgets linked to appropriate special educational provision. Able to work creatively within resource constraints
- Able to develop and sustain effective working relationships with staff internally and in other agencies to adhere to statutory timescales.
- Able to maintain accurate excellent and accurate written or electronic records of observations, meetings actions and decisions.
- Good organizational skills, including managing time, prioritizing work and meeting deadlines.
- Excellent digital literacy skills, including confident use of Microsoft 365, online communication tools, and web-based systems.
- Skilled in resolving conflict or tensions.
- Committed to service improvement and delivering success for the organisation, individual & family.
- Curious and passionate about improvement and making a difference.
- Willing to challenge accepted models of services and be creative.
- Committed to understanding what success looks like for the individual and their family.
- Ability to travel across the County: Current driving licence (special arrangements can apply for people with a disability).
- This job requires DBS clearance.

This role is a designated casual car user

The content of this Job Description and Person Specification will be reviewed on a regular basis.