

Job Description and Person Specification



Job Description

Job Title	Senior Education, Health and Care Plan Coordinator
Grade	9
Service	Statutory Assessment and Review Team
Reports to	StART Provision Manager
Location	Broadgate House/WAH
Job Evaluation Code	L3053D



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



About the Service your team will provide

Purpose of the role / Output

To work with the Statutory Assessment and Review Lead and wider Leadership Team contributing to the strategic and operational management of the service ensuring compliance across the service within legal framework of the Childrens and Families Act 2014 and Equality Act 2010 embracing the spirit of the SEN Reforms enabling all children and young people to aspire to an 'ordinary life'. To take responsibility for and manage implementation of the Education, Health and Care assessment and review process for an identified caseload of children and young people 0-25 including line managing a team of EHC Plan Co-ordinators and Plan Assistants. To contribute to the development of policy and practice across the service working to ensure consistency of best practice and equality across the team through robust moderation and review processes.

Main Duties & Key Accountabilities

Core Knowledge

Specific to Senior Role

- To support and line manage the work of the EHC Plan Co-ordinators and EHC Plan Assistants promoting their professional development and performance management in a supportive manner enabling the team to be effective.
- To ensure robust and high quality working practices in all statutory assessment processes, the delegation of SEND resources and the allocation of educational placements particularly special schools and Out of City placements.
- To take the lead supporting the EHC Plan Co-ordinators in the submission of evidence informed paperwork in support of requests for access to LA High Needs funding and requests for statutory assessment.
- To take the lead in conflict resolution, mediation and lead work for tribunals in situations where problems or conflict has arisen between service users which cannot be resolved at a local level.
- To monitor case work across the service, supporting colleagues, particularly in complex and challenging cases.
- To identify best local and national practice supporting the Lead for SEN to produce, implement and review annual service plans and reports using best practice systems to quality audit the work of the Statutory Assessment Team.
- To take responsibility for day-to-day work within the team and longer-term development work to identify, devise and implement appropriate solutions.

- To convene, lead and participate in multi-agency working groups as appropriate. Working to the longer term goal of integrated assessment for children and young people with SEND. Working with all partners to ensure there is effective transition planning in place.
- To be responsible for ensuring that the Local Offer relating to SEN and Disability is accurate, current and kept under review.

Responsibilities specific to Case work

- To manage a caseload of children and young people from 0-25 years through a collaborative and solution focused approach; being proactive, inclusive and supportive, ensuring the voices of the child, young person and family are at the heart of the decision making processes, building the confidence of all stakeholders.
- To make decisions in a legislative compliant manner to referrals from parents, educational settings for statutory assessments under the SEN Code 2014, overseeing communication to children/young people, parents and educational settings.
- To develop high quality 'user friendly' EHC Plans. To also provide close oversight of plans produced by others to ensure quality.
- To support processes for children and young people with EHCP's that are permanently excluded from school or at risk of exclusions including attendance at meetings and arranging future educational placements.
- To liaise with educational settings when consulting for suitable placements, paying particular attention to the needs of the child and the LA's drive to keep children and young people in city where appropriate.
- To ensure Out of City Annual Reviews are attended with close scrutiny of the quality of education, achievement of outcomes and safeguarding procedures. Ensuring that contracts are in place and placements represent value for money.
- To co-ordinate and oversee the review of children and young people's progress, appropriateness of support, placement, EHC Plan and funding in a legislative compliant manner and in accordance with Coventry's agreed guidance on best practice.
- To support the LA's ability to work within budget constraints.
- To contribute and deliver training for staff in Coventry schools and other settings in relation to SEND ensuring that SENCo's are knowledgeable of Coventry's processes.
- To respond professionally to complex situations in virtual and face-to-face meetings and in written communication.

- To take the lead in and work proactively in relation to disagreements or potential disagreements relating to Coventry's SEND Provision working across services to identify potential cases early taking appropriate action such as exploring options and consulting widely. To initiate mediation or local disagreement resolutions where necessary working with Legal Services and SEN Services to prepare and deliver robust tribunal cases when required.
- To work closely with Social Care and Health and other agencies in support of Children in foster care, children in residential care and those with significant health needs.
- Provide advice, support and challenge to Headteachers, staff, Governors, education services and members of the People Directorate in relation to SEND issues.
- Any other duties and responsibilities within the range of the salary grade.

Key relationships

External Children and young people, parents/carers Schools, colleges and other educational settings Health Providers Other Local Authorities Mediation Providers SENDIST Tribunal	Internal Service areas in Childrens Services e.g.: Social Care MASH Virtual School (for children in care) Coventry Alternative provision Team Legal Team Adult Social Care
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Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder:

EHC Plan Co-ordinators/Plan Assistants

Person specification

Knowledge
The Education and Learning Service and the legislative and resourcing framework it operates within.
Knowledge of the Equality Act and how this applies to education and learning
Relevant Education Acts and in particular the 2014 Children and Families Act, procedures for statutory assessment and placements of children/young people with special educational needs, SEN Code of Practice, national exclusions guidance
Understanding of issues relating to safeguarding adults and children and the role and activities of the Local Safeguarding Board
Good understanding of the agencies involved in working with children and young people with SEND
A sound working knowledge of education law and legislation relating to Admissions, school Attendance and Exclusions and the impact on pupils with SEND
A sound working knowledge of the needs of children/young people with complex special educational needs and disability and those with complex health needs
A sound working knowledge of the legal process for SENDIST tribunals
Skills and Abilities
Highly developed oral, written communication skills and presentation skills for a variety of contexts. Able to produce written proposals, plans and statistical reports
The ability to assimilate, interpret and summarise detailed and complex information
Develops good relationships with others by behaving with integrity, treating people with respect and leading by example
To exercise judgement within complex and conflicting legislative requirements
To inspire confidence and able to work in partnership supporting and challenging when appropriate with a variety of partners (parents, headteachers, principals, support service staff, representatives of statutory and voluntary agencies)
To empathise with others and enable them to find ways forward in difficult situations displaying negotiation, conflict resolution and influencing skills
Able to Lead and inspire a team
Good organisational and project management skills, and the ability to work well under pressure to meet deadlines.
Efficient management of resources
Able to adapt to change, identify good practice and disseminate across teams
Operate effectively on own initiative in new and challenging areas of work.

Experience
Experience in a post of responsibility within an educational establishment including leading staff
Of presenting information in public and formal meetings
Working in a SEN service or vulnerable groups service
Experience of sharing specialist knowledge with colleagues in order to support their practice
Qualifications
Qualified teacher status is desirable
Degree or equivalent plus additional training and / or qualification in a related area of SEND and at least 6 years post qualification experience.
Special Requirements
This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).

Date Created	November 2019	Date Reviewed	June 2024
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