

# Job Description and Person Specification



# Job Description

<b>Job Title</b>	EHCP Plan Assistant
<b>Grade</b>	4
<b>Service</b>	Statutory Assessment and Review Team
<b>Reports to</b>	Senior Plan Coordinator
<b>Location</b>	Broadgate House/working at home
<b>Job Evaluation Code</b>	A5835





## About the Service your team will provide

### Purpose of the role / Output

Under the direction of the SEN Assessment and Provision Manager and link Education Health and Care Plan Coordinator, to provide a high quality, customer-focussed service to all service users and stakeholders of the Integrated 0 to 25 SEN Service. To support the Senior EHCP Co-ordinators and EHCP Co-ordinators in all areas of administrative work covered by the statutory assessment and provision team, specifically relating to the statutory assessment of children and young people with special educational needs and associated work for SEN pupils excluded from school, or Electively Educated at Home by their parents as required.

## Main Duties & Key Accountabilities

### Core Knowledge

- To undertake the associated administrative tasks related to the EHC needs assessment procedures for children and young people undergoing a statutory assessment of their special educational needs, as directed by the Education Health and Care Plan Coordinators
- To be first point of contact for parents' enquiries arising from an EHCP needs assessment, review, amendment or provision and relevant agencies, professionals and involved in the processes and offer advice and support as appropriate
- To undertake low-level casework as directed and commensurate within the grade of the role
- To monitor and robustly chase the progress of statutory assessments, in liaison with Education Health and Care Plan Coordinators, to ensure compliance with statutory deadlines for their completion are met
- To arrange and log Annual Reviews for pupils with EHC Plans and deal effectively with associated administrative arrangements. Under the instruction of EHCP Coordinators, to be responsible for the administrative arrangements for the amendment of EHC Plans
- To be responsible for the administrative arrangements for the placement of pupils within and out of city schools and colleges, in liaison with Education Health and Care Plan Coordinators and to ensure that placements have management approval, are accurately entered on Capita and any financial systems as required, and that any changes to arrangements are promptly and accurately recorded for data monitoring and financial forecasting purposes
- To be responsible for the administrative arrangements for the transfer of pupils in Year 6
- To be responsible for administrative arrangements for pupils with an EHC Plan that are new to City and to track and report on the progress of securing admission to appropriate provision
- To be responsible for the administrative arrangements for transfer of files for pupils with an EHC Plans leaving the City
- To be responsible for the administrative arrangements for pre-school pupils
- To provide administrative support in response to the Local Authorities duties for pupils with EHC Plans who are permanently excluded including data entry, monitoring and securing relevant exclusion information from schools

- Referring pupils to alternative provision as directed
- Foster good partnerships with all agencies involved in the EHC needs assessment process, including schools, advice providers, support agencies and families
- To be responsible for the overview of and administrative procedures in place relating to, provision planning for specialist placements including special schools
- To provide statistical information as required, in particular in relation to EHC Plan pupil numbers, PLASC information and EHCP school/college leavers
- Ensure the accurate and timely recording of funding bands to enable the accurate allocation of high needs funding to schools
- To provide advice and support as appropriate with travel assistance requests
- To fully embrace the use of IT to support tracking statutory deadlines utilising Capita, Protocol, I@W and other administrative systems
- Accurately maintain and develop databases and central spreadsheets and ensure that information technology is embedded in the business processes of the team
- To ensure that pupils' electronic files are always up-to-date

Any other duties and responsibilities within the range of the salary grade.

## Key relationships

<p><b>External</b>          Children and young people, parents/carers          Schools, colleges and other educational settings          Health          Other Local Authorities</p>	<p><b>Internal</b>          Service areas in Childrens Services e.g.:          Social Care          MASH          Virtual School (for looked after children)          Work Related Learning</p>
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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:**

N/A

## Person specification

<b>Job Evaluation Code</b>	A5835
<b>Knowledge</b>	
IT systems and their uses, in particular software systems to support the assessment of pupils with special educational needs, exclusions/managed transfers and safeguarding processes	
National legislation and policies including the Childrens and Families Act 2014, SEND Code of Practice 2015, belonging regulations for looked after pupils and pupils educated at home by their parents/carers	
National legislation and policies related to information sharing and data protection as they relate to a children's services environment	
<b>Skills and Abilities</b>	
Good communication and interpersonal skills, both written and verbal to deal with parents and carers, young people, schools and other agencies	
Interpret complex regulations and guidelines and relate these clearly to colleagues and clients	
Good level of IT skills to ensure precision and accuracy for data input and retrieval. Able to analyse and interpret data and information and summarise findings clearly to colleagues, schools, other agencies and stakeholders	
Able to plan and prioritise own work to meet conflicting deadlines	
Work under pressure, with minimum supervision and to deadlines effectively and confidently	
<b>Experience</b>	
Experience of using databases, and Microsoft packages such as excel, word and outlook	
Analysis of performance monitoring information	
Of a wide range of technical administrative based duties	
Used to supporting service users and professionals collaboratively in a very busy service able to confidently offer advice and information	
Of dealing with a wide range of customers in order to handle and resolve queries	
Working with a minimum of supervision and able to plan and prioritise a busy workload	
<b>Qualifications</b>	
A good standard of education including qualifications in English and mathematics at a minimum level of GCSE current grade 4-9 (previous grade A-C) equivalent.	

<b>Special Requirements</b>

<b>Date Created</b>	June 2022	<b>Date Reviewed</b>	
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