

# Job Description and Person Specification



## Job Description

<b>Job Title</b>	Casual Education, Health and Care Plan Coordinator
<b>Grade</b>	7
<b>Service</b>	Statutory Assessment and Review Team
<b>Reports to</b>	Senior Plan Coordinator
<b>Location</b>	Broadgate House/WAH
<b>Job Evaluation Code</b>	L9201D



## 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 within the Statutory Assessment and Review Team contributing to the performance and effective delivery of the Local Authority's Special Educational Needs Service. This includes:

- To be responsible for a caseload of pupils, supporting schools and other educational settings through the Education Health and Care Assessment Process.
- Attending annual reviews and transition reviews in schools and other educational settings ensuring a 'person centred' approach and parents/carers are fully involved throughout the process.
- To produce high quality EHCP's for children and young peoples across the 0-25 age range ensuring compliance with the Childrens and Families Act 2014 and the Equality Act 2010.
- To be responsible for co-ordinating and monitoring bespoke educational programmes for young people who benefit from an alternative educational programme.
- To monitor cases funded through personal budgets reviewing outcomes and value for money

## Main Duties & Key Accountabilities

### Core Knowledge

- To be responsible for 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 decision-making processes, building the confidence of all stakeholders.
- To support and make decisions in a legislative compliant manner to referrals from parents/educational settings for statutory assessments under the SEN Code of Practice, delivering effective communication to children/young people, parents and educational settings.
- To develop high quality 'user friendly' EHC Plans. To work with other members of the team to peer review the quality of EHCP's. On a daily basis to direct the work of their link Education, Health and Care Plan Assistant ensuring they are meeting the administrative timelines for tracking new EHCP's and annual reviews.
- To support processes for children and young people who have EHC Plans that are at risk of permanent exclusion or permanently excluded. Attending meetings where appropriate and assisting in arranging future educational placements.
- To identify and 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 work with voluntary, statutory and private sector partners to ensure that services are meeting the needs of children and families appropriately, within the available resources. To ensure Annual Reviews are attended with close scrutiny of the quality of education, achievement of outcomes, appropriateness of placement/provision and safeguarding procedures in a legislative compliant manner.

- To ensure that staff in Coventry schools, Independent schools and other settings in relation to SEND are knowledgeable of Coventry's processes.
- To respond professionally and communicate effectively with parents/young people in both face to face meetings and in written communication.
- To effectively utilise Capita and other recording systems to ensure statutory deadlines can be tracked and recording is accurate. To proactively work with arbitration services in relation to disagreements relating to Coventry's SEND Provision working with legal, SENDIASS and mediation services taking appropriate action.
- To support Senior EHC Co-ordinators to prepare robust tribunal cases.
- To provide advice, support and challenge to Headteachers, staff, Governors, education services and contribute and deliver training for staff in Coventry schools/other settings in relation to SEND issues.
- Any other duties and responsibilities within the range of the salary grade.

## Key relationships

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

N/A

## Person specification

<b>Job Evaluation Code</b>	L3053D
<b>Knowledge</b>	
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, The Equality Act 2010, understanding of alternative educational provision and the supporting legal frameworks	
A sound working knowledge of the needs of children/young people with complex special educational needs and disability and those with complex health needs and the agencies involved with SEND	
A sound working knowledge of the legal process for SENDIST tribunals	
Understanding of issues relating to safeguarding adults and children and the role and activities of the Local Safeguarding Board	
<b>Skills and Abilities</b>	
Excellent communication skills – both oral and written with an empathetic approach to the impact of SEN on children and their families	
A passion for inclusion, supporting vulnerable people whilst working within legislative and financial frameworks	
To empathise with others and enable them to find ways forward in difficult situations displaying negotiation, conflict resolution and influencing skills to bring about the desired outcomes to meet the needs of pupils with SEN	
Able to work under pressure with competing demands	
The ability to support and challenge other colleagues by providing specialist knowledge, advice and guidance	
Must be willing to travel to schools and settings across the city.	
<b>Experience</b>	
Experience of working in the field of SEN and Inclusion with children and families, monitoring off site education	
Experience of case management and multi-agency working	
Experience of sharing specialist knowledge with colleagues in order to support their practice	
<b>Qualifications</b>	
Educated to at least A level standard	
Excellent standard of English	
Professional Qualification in SEN desirable but not essential	



<b>Special Requirements</b>
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).

<b>Date Created</b>		<b>Date Reviewed</b>	January 2023
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