



Coventry City Council

Job Description

Job Title:	Education, Health and Care Plan Assistant	Job Number:	L3169D
Service:	Statutory Assessment and Review Service	Grade:	4
Location:	One Friargate		

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.

Job Purpose:

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 and Responsibilities:

- 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 Plan leaving the City
- To be responsible for the administrative arrangements for pre-school pupils, including the admission of pupils to Enhanced Resource Nurseries
- 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.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

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

Responsible for: N/A

Responsible to: Senior EHC Plan Coordinator

Date Reviewed:

Updated: May 2021



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Person Specification

Job Title:	EHC Plan Assistant	Job Number:	L3169D
Service:	Statutory Assessment and Review Service	Grade:	4
Location:	One Friargate		

Area	Description
Knowledge:	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
	National legislation and policies related to information sharing and data protection as they relate to a children's services environment
Skills and Abilities:	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
	Plan and prioritise own work
	Work under pressure, with minimum supervision and to deadlines effectively and confidently
Experience:	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
Educational:	A good standard of general education including qualifications in English and mathematics at a minimum level of GCSE grade A-C equivalent.



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Special Requirements:	
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Date Reviewed: July 2019

Updated: May 2021