



Coventry City Council

Job Description

Job Title:	Looked After Children and New to City Assistant	Job Number:	
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 Lead and Looked After Childrens/Young People’s Coordinator the LAC and New to City Assistant will ensure that high quality administrative, customer focussed support is provided for those LAC pupils residing out of area.

To support the Team in all areas of administrative work specifically relating to those pupils who are in the care of Coventry City Council and residing in an area outside the boundary of Coventry. This will include ensuring that all EHC Plans for pupils residing out of Coventry are current and a record of the most recent information is accessible in Coventry SEN central data system.

To maintain consistent information sharing between Statutory Assessment and Review Service, Coventry Virtual School, Social Care and other Local Authorities for pupils who have been placed outside the boundary of Coventry City.

Main Duties and Responsibilities:

1 To work with Coventry SEN and Coventry Virtual School to ensure that they are delivering effective services by ensuring that all appropriate information is recorded into IT systems including Liquid Logic and Capita so there is an accurate up to date view of the LAC pupils’ journey through education.

2 To support professionals from Coventry’s SEND, Virtual School, Placements Team and Social Care in sourcing an education setting for pupils residing outside Coventry. This will mean that processes are adhered to and that all communications are clear and timely with SEN departments with other local authorities.

3 To be responsible for the administrative arrangements for transfer of files for LAC pupils with an EHC Plan leaving the City.

4 To be first point of contact for other Local Authorities, parents/carers, Social Care, other Agencies for LAC pupils and for New to City children offer advice and support as appropriate in relations to SEND issues.

5. To support the securing of 1-1 tutoring and/or alternative provision when it is appropriate as an interim measure to meet the educational needs of the pupils. This will involve ensuring reports are

provided by agencies and attendance/progress checks made referring to Line Manger where necessary.

6. To ensure that the dates of Annual Reviews for those pupils residing outside the boundary of Coventry are recorded and circulated in a timely fashion to all professionals. And the outcomes of these meetings are recorded in a central data system both for Coventry SEN & Virtual School.

7 To be responsible for the administrative arrangements for transition for LAC pupils living out of city liaising with other Local Authorities ensuring they are fulfilling their responsibility.

8 To monitor SEN processes for LAC pupils living out of city and ensure there are updated copies of reviews and EHC Plan held by the Local Authority.

9 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

10 To be responsible for the administrative processes for pupils moving into the city who have Special educational needs. Providing reports on securing admission to provision.

11 To support the LAC Coordinator in securing up to date information of attendance levels for those pupils placed out of city and for sharing information with the SEN Team.

12 To support the LAC Coordinator in ensuring LAC pupils placed out of city have appropriate travel arrangements in place and costs are shared with the Access Coordinator for financial tracking.

13 To provide statistical information as required, in particular in relation to EHC Plan pupil numbers, PLASC information and EHCP school/college leavers.

14 To undertake low-level casework as directed and commensurate within the grade of the role.

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 Equality, 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: March 2022



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Person Specification

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Area	Description
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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 oral and written communication skills
	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
	Interpret complex regulations and guidelines and relate these clearly to colleagues and clients
	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 and to deadlines effectively and confidently
	Work co-operatively
	Work with the minimum of supervision

Experience:	Experience of working in the field of SEN, Looked after Children and/or Education with children and families.
	Working with IT systems, spread sheets and data bases, effective use of IT systems on a daily basis
	Analysis of performance monitoring information Used to supporting service users and professionals collaboratively in a very busy service able to confidently offer advice and information



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	Working with a minimum of supervision and able to plan and prioritise a busy workload
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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:

Updated: March 2022