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| Post title: | Assistant EHC Caseworker |
| Grade: | H |
| Responsible to: | Locality EHC Casework Manager |
| Staff managed: | None |
| Directorate: | Children and Young People's Service |
| Service: | Inclusion |
| Job family: | C&S - Care & Support |
| Date of issue: | September 2023 |

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| Job context |
| * The Special Educational Needs and Disability (SEND) Service (0-25) sits within the Inclusion Service, within the Children and Young People’s Service (CYPS) directorate. * The SEND service improves experience for children and young people with SEND and their families, including pathways and key points for assessment and decision making by:   + Delivering specialist information, advice and guidance to young people and their parents and carers in a range of settings and in line with the SEND Code of Practice (2015).   + Supporting young people to achieve the national ‘Preparing for Adulthood’ outcomes.   + Collating all papers and advice relating to Education and Health Care Plans (EHCP) statutory assessment of children identified with special educational needs to amend EHCPs as required by the Children and Families Act 2014, ensuring confidentiality at all times; and   + Demonstrating a commitment to shared values and the common purpose of developing a culture of interagency working; including statutory bodies, third and private sector organisations. |

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| Operational management: | * To maintain a caseload of identified young people and provide a professional, effective, responsive, and supportive service to parents of children and young people who are undergoing an EHC statutory assessment, in order that they fully understand their rights, are empowered to express their views regarding the education of their children and signposting parents/carers to the Local Offer and the Special Educational Needs Information and Advice Support Service (SENDIASS) * To maintain a caseload of identified young people who are transferring between phases of education with an EHC plan (phase transfers); and to ensure that those EHC plans are amended and consulted on in a timely manner to ensure that EHC plans are made final by the statutory deadlines of 15th February and 31st March. * To provide accurate information and appropriate advice to parents/carers, schools, and other agencies regarding the statutory timescales of the 20-week EHC assessment, Annual review, and Phase transfer process; and that appropriate information sources of independent advice is signposted too. * Notify and monitor the completion of annual reviews by all settings and have in place a systematic process to chase outstanding reviews including direct contact with Special Educational Needs and Disability Co-ordinators (SENDCOs) in schools and settings. * Amend Education, Health and Care Plans following a review in an accurate and concise manner within the specified statutory timescales based on the written advice provided. * Organise and attend meetings with parents and schools and a range of other agencies to discuss specific issues associated with the needs, provision, and outcomes for individual pupils, and to negotiate and resolve issues where possible * Contribute to multi-agency meetings in order to project manage a young people’s successful transition when Preparing for Adulthood. * Work alongside the EHC Casework Officer and EHC Locality Casework Manager to resolve and negotiate agreements in complex cases, in liaison with the Lead for SEND where necessary * Undertake key responsibilities such as monitoring 20-week compliancy and annual review workflows in relation to casework and deputising for EHC Casework Officers as required. |
| Resource management: | * Support the EHC Casework Manager in preparing and compiling evidence and paperwork for SEN tribunals including working documents |
| Partnerships: | * Work with colleagues and partner organisations to follow up and support vulnerable young people are Not Education Employment or Training (NEET) or who are at risk of becoming disengaged from education, employment, and training. * Act as the key link with local and out-of-area educational institutions, training providers and related agencies to ensure the quality and appropriateness of the support, training, educational and employment opportunities offered to young people with additional support needs. |
| Strategic management: | * Support the Locality EHC Casework Manager or leading officer in preparing and compiling evidence and paperwork for in formal mediation processes |
| Communications: | * To effectively communicate with families, young people, and settings regarding their caseload of identified young people who are transferring between phases of education with an EHC plan (phase transfers); and to ensure that those EHC plans are amended and consulted on in a timely manner to ensure that EHC plans are made final by the statutory deadlines of 15th February and 31st March. * Provide accurate information and appropriate advice to parents/carers, schools, and other agencies regarding the change of phase review process, statutory timescales, sources of independent advice and the range of provision available. |
| Systems and information: | * Responsible for the input and manipulation of sensitive data and work with EHC Casework Officers to ensure children and young people achieve the outcomes identified in their EHCP. * Maintain a caseload of identified children and young people and provide a professional, effective, responsive, and supportive service to parents of children and young people who are undergoing an Annual Review for their EHCP ensuring they fully understand their right and are empowered to express their views regarding the education of their children and signposting parents/carers to the Local Offer and the Special Educational Needs Information and Advice Support Service (SENDIASS) |
| Safeguarding: | * Safeguarding the welfare of children and young people and their information that you are responsible for and that you come into contact with having regard to all relevant safeguarding policies and procedures * Understand systems in place to protect children and your role in their effectiveness * Support the process of transitions and work to ensure the quality of transition in and out of provision for SEND 16-25, in liaison with partner agencies and working closely with colleagues across CYPS, HAS and Health * Champion the needs of young people with high need SEND 16-25 and their families |

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| Person Specification: |  |
| Essential | **Desirable** |
| Knowledge and Experience   * Ability to analyse, interpret and present complex information from a variety of sources * Demonstrate an understanding of local educational legislation and guidance in relation to SEND and Inclusion. * Experience of working in the field of education including working in an administrative role in a LA or similar organisation * Ability to work with complex systems, procedures, and casework, preferably in the field of SEND * Understanding current national and local educational legislation and guidance in relation to SEND and Inclusion. * Understanding of issues relating to identification, assessment, and provision for SEND as set out in the SEND Code of Practice (2015). | * Knowledge of Annual Review Processes relating to the review of EHC Plans |
| Occupational Skills   * Ability to demonstrate a high level of oral and written communication skills * Excellent organisational skills and the proven ability to ensure that deadlines are met * Developed analytical skills to interpret and summarise complex information and a proactive approach to problem-solving * Proven ability to work effectively with a range of professionals and other services both within and outside an educational setting * Proven ability to use word-processing and spread sheet software particularly Word and Excel and experience a database to manage the assessment process * Ability to communicate effectively with a wide range of people in a professional, effective, and responsive manner | * Knowledge of Education ICT Systems |
| Behaviours  [link](https://www.northyorks.gov.uk/your-council/our-role-structure-and-objectives#accordion-content-0-0) |  |
| Professional Qualifications   * Degree or equivalent qualification or evidence of the ability to work at that level | * A qualification specific to SEND would be an advantage |

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| Career progression: |
| * At NYC we value our employees, and as part of this we can provide wider opportunities to progress in your career. Through discussion with your manager identify areas of interest and consider avenues to progress to them, e.g., apprenticeships and work shadowing/coaching. * As a large council we have a range of roles, across our services, and can provide a wealth of career and development opportunities to help our employees find fulfilling career development opportunities. |

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| Structure |
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NB – Assessment criteria for recruitment will be notified separately.  
Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.