# Job Description

**Assistant Education Health and Care Co-Ordinator**

**Role Profile** Operational Band G

**Service/Team** Education and Skills / SEND

**Reports to**  Team Manger

**Responsible for** n/a

**Number of posts** 6

**Post number**

**Career Grade** n/a

**My job improves the quality of life for the people of Bournemouth Christchurch and Poole by providing support for case holders (Education Health and Care Co-ordinators - EHCO), and operating in a capacity that involves monitoring, oversight and ensuring compliance. To ensure that the EHCO can effectively manage their cases and deliver a high-quality service.**

**Job Overview**

This key role in the SEND Assessment and Review Team will be responsible for supporting a caseload of children and young people. It will involve communicating effectively and working collaboratively with a variety of partner agencies and organisations both internally within BCP and externally to coordinate Education Health and Care assessments and Education, Health and Care Plan (EHCP's) in line with statutory guidance. Additionally, the role includes working with families within their locality to ensure the best outcomes are achieved for those children and young people in their area.

The post is an opportunity to learn, upskill and coordinate several areas of SEND casework without adopting a full caseload. Continuous professional development, mentoring and coaching will be put in place to ensure you receive the appropriate legal and statutory training, facilitation of multidisciplinary meetings and managing a complex case load.

The role will coordinate the phase transfer, learning how to chair annual reviews, amend plans and consult with appropriate settings. This is a crucial role in the service as there are statutory deadlines to adhere to and internal processes and thresholds to understand.

## Key Responsibilities

* To support the processes that deliver against statutory timeframes as governed by the SEND Code of Practice, and other appropriate legislative frameworks.

* To support families to understand the processes regarding Annual Reviews and other processes that affect children and young people with an Education, Health and Care Plan (EHCP).

* To support Senior Education Health and Care Co-Ordinators to gather information regarding the child and to support decisions about whether to maintain an EHCP.

* Take receipt of Annual Review paperwork, commence the Annual Review workflow on the Caseload Management system and allocate to the appropriate Senior Education Health and Care Co-Ordinator.

* To support the delivery of statutory processes by ensuring files on the Caseload Management system are accurate and updated, uploading and downloading documents in line with standard procedures and scheduling Way Forward Meetings as necessary.

* Ensure that all SEND trackers are kept up to date, with accurate recording of data and relevant dates.

* To work with colleagues in the Council, partners and parent / carers to promote and enable the inclusion of children and young people with SEND as part of the wider approach to inclusion of all children and young people so that their education, health and care needs may be met.

* Support the preparation of briefs for advisory panels relating to children and young people with special educational needs, setting out the key issues clearly, ensuring that information submitted is accurate and complete.

* To understand and apply the principles of confidentiality, with regard to all aspects of Education, Health and Care Needs Assessment (EHCNA) coordination.

* To build a knowledge of local providers and their capacity to build packages to meet educational, social and health needs of children and young people.

* To engage with a range of other professionals including educational psychologists, social workers, health service staff, college staff and training providers.

* To assist with subject access requests, complaints, file retrieval as directed by the service.

* Provide efficient, flexible, and effective administrative support, including the processing of written correspondence, emails, phone calls as required to support the management of client relationship and the expectations of our stakeholders.

* To deal with any children or young people with an EHCP moving in or out of the local authority, liaising with the SEND team of other Local Authorities across the country and the Admissions team to ensure that a child is residing in the area.
* To ensure all services are planned and delivered in the light of developing local and national priorities.
* To work in collaboration with the early years, school community, further education and higher education providers, specialist provision, training providers and employers to enable the progression of children and young people with SEND.

* To deliver continuous service improvement with a focus on delivering improved outcomes for Children, Young people and their families, whilst making more effective use of resources.

* To ensure that relationships with partners within the community, voluntary sector, government, professional bodies, parent/carers and other public and private bodies are established and maintained.

* To take responsibility and have consideration on the impact of casework on the allocated budget for the service.

* To comply with the council’s standing orders and guidance and any relevant statutory requirements, including the Equality Act, the Health and Safety at Work Act and GDPR Regulations.

## Specific Qualifications and Experience

* NVQ 4, HND or diploma (or equivalent experience) relevant to the role
* Operational experience of specialised equipment and the safe application of procedures and techniques relevant to the role
* Evidence of in-depth training related to legal and/or SEND processes.

## Personal Qualities & Attributes

* Knowledge of the SEND regulations 2014, Children’s and Families Act 2014 and the SEND Code of Practice 2015.
* Experienced in using databases and Microsoft packages and understand the importance of handling data in line with the General Data Protection Regulations 2018, with excellent attention to detail.
* Ability to focus on a parent/carer and child/young person-centred approach.
* An empathetic approach to parents and young people and an ability to work effectively with them while maintain an appropriate professional ‘distance’
* Ability to plan and prioritise tasks and manage time effectively to meet statutory deadlines whilst working under pressure.
* Ability to work as part of a team and support other members of the team.
* Ability to problem solve and innovate.
* Ability to develop depth of knowledge within specialist area.
* Strong communication skills, both written and oral and the ability to work effectively with professionals, families, carers and young people
* Ability to relate to and develop relationships with a range of professionals, parents and young people.
* Ability to provide advice and guidance and mediate in difficult situations.

## Job Requirements

* Standard DBS check/Ability to speak fluent English.
* Must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car.

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.