

Job Description

SEND Education Health and Care Co-ordinator

Role Profile	Specialist BCP I
Service/Team	Education and Skills, SEND
Reports to	Senior Education Health and Care Co-Ordinator
Responsible for	N/A
Number of posts	26 FTE

My job improves the quality of life for the people of Bournemouth, Christchurch and Poole through working collaboratively with children and young people who have special needs and or disabilities and their parents and carers, as part of the Education, Health and Care statutory assessment process.

Job Overview

Focusing on children and young people's outcomes, and enabling children and families in BCP, this post involves the management of Special Educational Needs and Disability' (SEND) casework and the effective administration of the procedures relating to the statutory assessment of children with special educational needs and disabilities. Working within the relevant legislation, regulations and guidance, in particular the 1996 Education Act, The Learning and Skills Act 2000, SEN Code of Practice 2015, Equalities Act 2010, the Care Act 2015 and primarily the Children & Families Act 2014, ensuring appropriate records and data are maintained.

The post works in collaboration with the rest of the SEND service, other services and partners to monitor the provision and outcomes for children with SEND. To work directly with leaders of educational settings, partners in care and health services, children and families to ensure needs relating to SEND are met.

Key Responsibilities

Statutory Assessment

- To ensure that the council meets its statutory targets, quality standards and performance indicators, working within a cross-service setting and within a multi-agency context by
 - Acting as the named officer for a caseload of young people in the Council placing children with complex needs at the heart of all that we do and providing a joined-up approach to working with other services to ensure that children and young people have a holistic assessment and so that families experience a coordinated assessment process. To work to ensure that children and young people with complex needs have a voice and are enabled to influence their learning outcomes. Working with parents to support and to advise them as their children are undergoing a statutory assessment or related assessment process in order that they fully understand their rights and are empowered to express their views regarding the education of their children.
 - Implementing the administration of the statutory assessment procedures of the Children and Families Act 2014 and advise and respond appropriately throughout the process on behalf of the Local Authority to its legal statutory implications.
 - Liaising, advising and maintaining close contact with those professionals involved in the statutory assessment process (Schools/Colleges, Educational Psychologists, Health Authorities, Social Care etc.).
 - Supporting and advising families with the implementation of a personal budget with an EHC plan where this is appropriate.

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

- Representing Children's Services in the statutory annual review process of children/young people with Education, Health and Care plan including where parents are educating children otherwise than at school and the young people are year 9 and above.

SEND Casework

- To make evidence based and outcome focused recommendations in relation to securing progress for CYP with EHCP, making or maintaining appropriate placements and the required level of resources by
 - Organising, chairing and attending meetings with parents and schools/colleges including multi agency professionals to discuss specific issues associated with provision for individual young people with special educational needs.
 - Advising and assisting parents on the appropriate educational provision and placement of their children following statutory assessment, annual review, or for pupils moving into the Authority, to respond and negotiate placements, funding, provision, outside agency support and legal matters relating to the child's special educational needs and parental rights.
 - Attending relevant annual reviews and meetings where settings and colleges and parents/young people request to advise on complex SEN issues, chairing meetings where required.
 - Providing training and present information at SENCo and other relevant forums where required.
 - Advising schools, post 16 settings, parents, Children's Services and partners regarding out of authority placements and to prepare business cases where appropriate for out of area placements using proactive risk management skills.
 - Building and maintaining close working relationships with educational settings in relation to using the BCP Graduated Response to meet need and the appropriateness, timeliness and quality standards for requests for EHC assessments.
 - Giving general advice to parents, schools and partners on Children's Services policies and statutory guidance on exclusions, admissions and attendance issues. Signposting where relevant to other specialist advisory services
 - Actively ensuring that children and young people have voice and influence in the planning of services that support them.
 - Collating information regarding education destinations in order to inform the purchase of the appropriate number of places across BCP.
 - Working with providers for early identification of learners whose education needs cannot be met in the Borough.
 - Ensuring the smooth transition of children with Education Health & Care Plans from one phase of education/change of school to the next, meeting statutory requirements for the amendment of EHC Plans and for consultation with schools and colleges
 - Contributing towards the team objectives; giving open feedback that supports professional development.

Funding & Commissioning

- To ensure that the service maintains a high level of financial and budgetary control in relation to High Needs Block spending by -
 - Working with the Commissioning Team regarding the commissioning of placements, contract management, setting outcomes, monitoring and review placement suitability for learners with EHCPs.
 - Contributing to maintaining the efficient use of Children's Services resources for children with special educational needs.
 - Meeting with parents and schools when necessary to discuss their views and resolve difficulties through consensus wherever possible, as well as by formal mediation or Disagreement Resolution processes.
 - Supporting the preparation of cases in representing Children's Services where parents may be taking legal action against the Authority.
 - Analysing data and interpreting customer information, highlighting relevant trends or issues to managers in order to support informed decision making.

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Other Duties

- To contribute to training programmes with schools, parents, Children's Services and partner agencies.
- To maintain the highest personal standards through participating in continuing professional development;
- To undertake such other duties as may be required from time to time commensurate with the level of the post.
- To comply with all decisions, policies and standing orders of the Council and any relevant statutory requirements, including the Equality Act, the Health and Safety at Work Act and Data Protection Act.

Specific Qualifications and Experience

- Experience of dealing with sensitive and confidential information and in managing/resolving conflicts.
- Experience of working across professions and agencies to meet high standards of service delivery, meeting deadlines and using resources effectively.
- Experience of successfully building good working relationships with children, young people and families in a professional context in a variety of settings.
- Educated to Degree level or equivalent experience relevant to this role.
- Significant understanding of the legal context and statutory framework of the assessment processes relating to children and young people with Special Educational Needs and Disabilities.
- Detailed knowledge of relevant regulations, legislation and statutory guidance relating to pupils with Special Educational Needs and Disabilities

Personal Qualities & Attributes

- Highly developed and effective written and oral communication skills.
- Ability to plan and prioritise tasks and manage time effectively to meet deadlines under pressure.
- Ability to work as part of a team and support other members of the team.
- High level of interpersonal skills including the ability to listen and skills to mediate in difficult situations.
- An empathetic approach to parents and young people and an ability to work effectively with them while maintain an appropriate professional 'distance'
- Ability to relate to and develop relationships with a wide range of professionals and other individuals (including vulnerable adults and young people) and organisations at a variety of levels
- Ability to problem solve and create/ innovate approaches to service delivery, within a framework of statutory guidance and regulations.
- Ability to develop depth of knowledge within specialist area.

Job Requirements

- 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.

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