



**North
Northamptonshire
Council**

Job Description and Person Specification

Job details

Job title: EHC Caseworker - Annual Review Team.

Grade: J33-35

Reports to EHC Service Manager

Purpose of the job

To provide comprehensive support and case management for children and young people with special educational needs and disabilities (SEND). This involves coordinating annual reviews of Education, Health, and Care (EHC) plans, ensuring that all relevant professionals and stakeholders are engaged, and that reviews are completed in a timely manner. The Caseworker is responsible for assessing the progress and outcomes of the individual's support plan, identifying any changes or additional needs, amending EHC plans and ensuring that appropriate interventions are in place. They will work closely with education providers, health professionals, social care services and families to ensure a holistic approach to the child's development, advocating for the needs of the child or young person, and ensuring compliance with relevant policies and regulations. The role also involves maintaining accurate case records and monitoring the effectiveness of EHC plans to enhance the overall quality of service delivery for SEND children.

Principal responsibilities

(Please make these concise and ideally no more than 8)

1. Organize and coordinate the annual review process for children and young people with Education, Health, and Care (EHC) Plans. Ensuring timely scheduling of review meetings and facilitate attendance by relevant stakeholders (parents, education providers, health professionals, and social care representatives).

2. Collect and collate all relevant documentation, including reports from schools, health services, and social care providers and draft high-quality amended EHC Plans, which are clear, accessible, measurable, and achievable and in line with the legal and statutory requirements described in the Children and Family's Act and SEND Code of Practice.
3. Undertake the on-going co-ordination, monitoring and annual review of EHC Plans to ensure the service user is receiving the appropriate level of support for their identified needs, agreeing amendments and/or discontinuation of the Plan as appropriate.
3. Engage in partnership working that seeks to creatively meet the needs of service users in an outcome focused way.
4. Give advice and support to service users and carers in specified circumstances for the purposes identified in the EHC Plan.
5. Where relevant, liaise with service users and providers to monitor and develop services. Request funding for the service identified and, if agreed, ensure that a support plan is completed with the individual and selected provider, to ensure their health and safety.
6. Maintain and update all relevant records and forms in accordance with NCC policies and procedures for effective working, efficient audit, and clarity of information for management.
7. Advise and support managers and provide day to day advice and guidance with their work to ensure the team delivers a comprehensive service within the statutory and NCC requirements.
8. Carry out any other duties which fall within the broad spirit, scope, and purpose of this job description and which are commensurate with the grade of the post.
9. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.

General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Understand the council's commitment to Corporate Parenting and take responsibility to support this commitment. Enable the council to be the best corporate parents possible to children and young people in our current and previous care.

4. Carry out any other duties which fall within the broad spirit, scope, and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Special features of the post

If a DBS Disclosure is required for the role, include the following clause (Delete if not required).

This post requires satisfactory clearance of a Disclosure and Barring Service disclosure.

If this post is Politically Restricted include the following clause (Delete if not required).

Under the Local Government and Housing Act 1989 this post is classified as a politically restricted or sensitive post. Holders of such posts are disqualified from seeking election to or being a member of the House of Commons, the European Parliament, or a Local Authority, other than a Parish Council.

Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	Good education to A level or equivalent.	Recognised qualification in Special Educational Needs/Education/Health or Social Care.
Experience and Knowledge	<p>The post holder should have;</p> <p>Experience of statutory process and managing statutory systems. Relevant experience and knowledge could be gained through working in education, health, or social care environments.</p> <p>Experience of problem solving, resolving conflict and mediation.</p>	<p>Knowledge of SEN Regulations and reporting requirements.</p> <p>Knowledge of Capita ONE and/or Synergy.</p> <p>Working knowledge of laws and legislation affecting Local Authority Education and/or Social Services or Health services.</p>

Attributes	Essential criteria	Desirable criteria
	<p>Experience of leading meetings. Knowledge of Person-Centred planning and processes.</p> <p>Experience of providing a point of contact for service users and working in partnership with a range of professionals across health, social care, and education.</p> <p>Experience of systems/database administration/management.</p> <p>Jobholders must be prepared to maintain professional development and undertake further training relevant to the job.</p>	
Ability and Skills	<p>Able to assimilate and interpret written advice and information from a wide range of people including parents, young people, and multi-agency professionals.</p> <p>High level of skill in spoken and written English.</p> <p>Excellent customer service skills, in particular ability to offer advice and guidance.</p> <p>Excellent organisational skills – able to prioritise own workload.</p> <p>Good IT skills Accurate data input essential.</p> <p>Good eye for detail, methodical and accurate.</p>	

Attributes	Essential criteria	Desirable criteria
	<p>Adaptable and enthusiastic.</p> <p>Able to contribute ideas and embrace change as systems and processes develop to improve service delivery.</p> <p>Able to work independently and as part of a team.</p> <p>Ability to travel freely across the county.</p> <p>Ability to manage difficult situations and conversations at the earliest opportunity, escalating where appropriate.</p> <p>Ability to work in a pressurised environment.</p>	
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	
Additional Factors		