

WHERE  
CAREERS  
THRIVE

When potential  
is unlocked,  
talent *thrives*



West  
Northamptonshire  
Council

Job description and person specification

## EHC Officer

Education Health Care Service, People Directorate

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



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## **Purpose and impact:**

1. To fulfil the local authority's statutory duties in respect of children with special educational needs and Education, Health and Care Plans.
2. To manage a team of Case Workers and administrative support staff responsible for an area of the county.
3. To take an active role in implementing the local strategy for SEN. Where appropriate, to undertake research and development activities which contribute to the development of areas related to the implementation of the local strategy for SEN.
4. To play a significant role in monitoring pupil progress and to contribute towards the strategic development of the county SEN provision

## **Accountable to:**

This role is accountable to the Education Health Care Services Manager, responsible for the direct line management of EHC Caseworkers. The role sits within the Children & Young Peoples Service, part of the People Directorate in West Northamptonshire Council.

## **Responsibilities:**

1. Manage the statutory assessment process under the Children and Families Act 2014 the Education Act 1996 and other relevant legislation for the children and young people in Northamptonshire. This will be in conjunction with the Senior EHC Officer, Case Workers and the Education Health and Care Service Manager.
2. Ensure that NCC meets its performance targets relating to statutory assessments.
3. Work closely with the other professionals for children with SEN and disabilities, liaise with parents, staff from schools, NCC personnel and other agencies to ensure accurate, co-ordinated and timely identification of children's needs and determine the appropriate provision to meet them.
4. Make decisions relating to:

The identification of needs,

- a. evaluating the provision required for the identified needs,
  - b. evaluating the suitability of schools bearing in mind parental preference and effective use resources,
  - c. co-ordinating provision with other services and
  - d. evaluating progress through the annual review process.
5. In consultation with the Case Worker, be responsible for the accuracy of statutory SEN documents and be the authorised officer to sign them.
  6. In consultation with the Case Worker ensure reviews of children's statutory SEN documents are carried out at least annually and agree those that require amending or discontinuing.
  7. Provide support and advice to the Senior EHC Officer and the Education Health and Care Service Manager.

8. Attend the appropriate meetings and contribute towards the strategic development of Northamptonshire SEN strategy and arrangements.
9. Attend meetings with families, young people and their supporters/representatives and/or relevant professionals, to discuss decisions regarding assessments, contents of EHC plans, and other relevant matters.
10. Represent NCC at formal mediation meetings, SEN and Disability Tribunals and other disagreement resolution meetings, including the preparation and management of the Authority's case.
11. Contribute to the monitoring of pupil progress and the impact of schools' special arrangements on the progress of children with SEN and make recommendations to school improvement officers.
12. Contribute to the improvement of SEN in schools.
13. Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and comply with policies and procedures relating to health and safety within the County Council.
14. Provide advice and practical guidance to schools on the development and review of school special needs policies.
15. Monitor the provision made by schools for children with special educational needs and its impact.
16. Attend local and regional groups and advise the local authority on innovations and policy changes in the area of SEN/LDD.
17. Develop links with the school improvement service and other educational and health services within the local authority.
18. Manage appropriate information systems in accordance with Council data protection procedures.
19. Support systems relating to statutory assessment procedures.
20. To travel across county to attend area and county wide meetings, as required.
21. Carry out any other duties, by agreement with the post holder, which fall within the broad spirit, scope, and purpose of this job description.
22. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
23. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
24. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

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.

## Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(A) Application Form, (T) Test, (I) Interview, (P) Presentation, (D) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
The ability to assimilate the analyse complex information	Essential	A, T, I, P, D
The ability to communicate clearly and succinctly both in writing and orally	Essential	A, T, I, P, D
The ability to chair meetings	Essential	A, T, I, P, D
The ability to work in partnership with families and other services	Essential	A, T, I, P, D
The ability to take independent decisions and defend them in a non-threatening manner	Essential	A, T, I, P, D
The ability to communicate and effectively influence others at all levels and across a variety of professional groups and organisations	Essential	A, T, I, P, D
Leadership skills with the ability to meet operational objectives through service planning, setting priorities, innovation, delegation, problem solving and execution of planning, monitoring and performance management processes	Essential	A, T, I, P, D
To be able to develop communicate services to children and their families	Essential	A, T, I, P, D
Interpersonal skills with the ability to quickly form effective working relationships	Desirable	A, T, I, P, D
Knowledge of the principals of Plan English and prepared to apply them	Desirable	A, T, I, P, D
Evidence of successful conflict resolution	Desirable	A, T, I, P, D
Ability to prioritise work and accommodate changes, with a 'can do' attitude	Desirable	A, T, I, P, D
Enthusiasm of multi-professional working	Desirable	A, T, I, P, D
Commitment to the principles of inclusion for children and young people with SEN and/or disability	Desirable	A, T, I, P, D
<b>This is applicable to all roles in WNC that are required to use IT equipment:</b> Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	Essential	A, T, I

Knowledge:	Essential / Desirable	Measured by
Detailed knowledge of SEN legislation	Essential	A, T, I, P, D
An understanding of the needs of children at risk of social exclusion in need of protection, those who are looked after or are otherwise living away from home and those who have disabilities	Essential	A, T, I, P, D
Knowledge of the theory, practice and principals of inclusive education	Essential	A, T, I, P, D
Knowledge of WNC policy and practice relating to SEN provision and financing	Desirable	A, T, I, P, D

An understanding of the Government's Change Agenda as this applies to the delivery of children's services	Desirable	A, T, I, P, D
An understanding of the role and responsibilities of Local Government	Desirable	A, T, I, P, D

<b>Relevant experience:</b>	<b>Essential / Desirable</b>	<b>Measured by</b>
Experience of managing decision making, taking responsibility for decisions, and securing the commitment of others	Essential	A, T, I, P, D
Evidence of successes in promoting and implementing inclusive education practice	Essential	A, T, I, P, D
Experience in the effective management of people, resources, and assets so as to deliver service outcomes against agreed targets and timescales	Essential	A, T, I, P, D
Experience of using ONE SEN module or similar database	Desirable	A, T, I, P, D
Experience of working in a paper lite environment	Desirable	
Experience of working and managing within a changing environment	Desirable	
Experience of managing and monitoring the impact of provisions for children and special education needs	Desirable	A, T, I, P, D
Experience of decision making in relation to legislation relating to SEN statutory processes	Desirable	A, T, I, P, D

<b>Education, training, and work qualifications:</b>	<b>Essential / Desirable</b>	<b>Measured by</b>
Degree level and/or evidence of substantial management level experience of working within SEN processes and systems	Essential	A, T, I, P, D
Relevant post graduate qualification in education of SEN	Desirable	A, T, I, P, D

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance, and verification of certificates.

**Additional pre-employment checks specific to this role include:**

Enhanced Disclosure and Barring Service check, Disqualification for Caring for Children (Education), Overseas Criminal Record Checks, Prohibition from Teaching, Professional Registration, Non-police personnel vetting, Disqualification from Caring.

## Day-to-day in the role:

<b>Hours:</b>	37 hours per week	<b>Primary work base:</b>	OAS, Office
<b>Job family band:</b>	Bank 9	<b>Worker type:</b>	Part-flexible
<b>Salary range:</b>	£44,646 - £47,687	<b>Budget responsibility:</b>	N/A
<b>People management responsibility:</b>	Yes		

### Working conditions & how we work:

Regular working alone, risk of verbal abuse from parents on the phone or at home visits. Exposure to mental health pressures and demands with fast-paced changes to priorities also work volume.

This role has been identified as a part-flexible worker type, this means that you will be able to worker from other work locations and when not working from an office you will be working remotely for up to 3 days a week (including from home).

## Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

<b>T</b> Trust	We are honest, fair, transparent, and accountable. We can be trusted to do what we say we will.
<b>H</b> High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
<b>R</b> Respect	we respect each other and our customers in a diverse, professional and supportive environment.
<b>I</b> Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
<b>V</b> Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
<b>E</b> Empower	we believe in people, will listen, learn, and trust them to make decisions. We help people to realise their ambitions.

**“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture”**

# When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

## The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

