

Job Description

Job Title: EHCP Casework Officer

POSCODE:

Grade: P1

Overall purpose of the job

To manage the statutory elements of the Education Health and Care Needs Assessment and Annual Review Process, and associated casework for children with complex additional needs, ensuring the effective use of resources in schools and settings both in and out of County.

Main accountabilities

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1.	To manage the statutory processes associated with Education, Health and Care Needs Assessments/Plans for an identified caseload of children and young people.
2.	Prepare and present cases to panels as appropriate and provide feedback to schools, parents and professionals. Implement outcomes from panels seeking creative solutions where required.
3.	Identify issues, negotiate and resolve problems arising from casework and inter-agency work.
4.	Draft, develop and amend Education, Health and Care Plans to ensure they are accurate, compliant with statutory requirements, and reflect the needs and agreed provision for children and young people. Facilitate and attend co-production and annual review meetings, ensuring effective collaboration with families, professionals and other stakeholders to support informed decision-making. Support the monitoring of children and young people's progress through the Statutory Annual Review process.
5.	Work in partnership with parents/carers, children and young people and develop effective relationships with schools, professionals and other agencies. Develop excellent working relationships with other Local Authorities and with our key stakeholders.
6.	Negotiate educational provision with schools, settings and other agencies. Manage and monitor contract compliance with providers.
7.	Undertake all aspects of associated casework, including engagement with schools, parents and carers, preparation and presentation of cases to panels, responding to consultations, and progressing appropriate provision and placements.
8.	Support the team in ensuring statutory duties and targets are met. Support the development of practices and policies within the team.

9.	Ensure case management systems and records are maintained and updated in line with agreed workflows, processes and service expectations.
10.	Contribute to the planning and delivery of the Local Authority's response to special educational needs in the County. Participate in the delivery of training to schools, parents, professionals and other agencies.
11.	Where required: • Provide information to support responses to complaints, Local Government Ombudsman (LGO) investigations, legal responses and Subject Access Requests. • Represent the Local Authority at mediation and SEND tribunals, supporting the preparation and presentation of cases and witnesses in line with agreed processes and guidance. • Manage and progress actions arising from complaints, LGO investigations and legal processes associated with own caseload.
12.	To support and work on any other identified areas as requested by Senior Leadership.
13.	Demonstrate an awareness and understanding of equality, diversity and inclusion.
14.	Ability to contribute to our organisational commitment to becoming a Net Zero organisation by 2030.
15.	Safeguarding commitment We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
GCSE Grade A-C/5-9	To include English and maths	Essential
A level/level 3 qualification		Essential
Degree level qualification or equivalent		Essential
Professional qualifications	Education/SEN	Desirable

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

Identify	Describe	Essential/ Desirable
Knowledge	Working knowledge and understanding of the SEND Code of Practice, SEND Regulations and the Children and Families Act with an understanding of key timeframes and deadlines associated with the EHC statutory processes	Essential
	An understanding of the issues facing children and young people with special educational needs and disabilities and their families	Essential

Skills	Excellent planning and organisational skills	Essential
	Ability to work effectively on own initiative and as part of a team	Essential
	Ability to be flexible and respond to competing priorities	Essential
	Confident in the ability to work under pressure and to manage and prioritise a large caseload effectively	Essential
	Excellent time management skills in order to meet statutory deadlines	Essential
	A 'can do' approach with a positive attitude	Essential
	The ability to ascertain important information from discussions and written reports and convey this within EHC Plans	Essential
	An excellent level of written skills	Essential
	Excellent, confident verbal communication skills, with the ability to empathise, challenge, negotiate and mediate where required.	Essential
	Confident in facilitating multi-agency meetings	Essential
	Commitment to delivering a high quality service that supports the needs of children and young people with special educational needs and their families	Essential
	The ability to form good working relationships and to relate to children/young people and their families in a professional and enabling manner	Essential
	The ability to travel throughout the County and beyond where required	Essential
Experience		
	Experience of working effectively as part of a busy team and on own initiative	Essential
	Experience of working to tight deadlines with competing priorities and pressures, whilst maintaining a high standard of service delivery	Essential
	Experience of facilitating multi-agency meetings	Essential
	Experience of working with a wide range of people, including families, education, health and social care professionals	Essential
	Experience of writing person centred plans/report writing	Essential
	Experience of communicating effectively in a variety of ways	Essential
	A high level of ability in administrative/office processes	Essential
	Working experience of MS/IT applications	Essential
	Experience of working as a SEN Casework Officer	Desirable
	Experience of working with children and young people with special educational needs and disabilities	Desirable
Equality, Diversity and Inclusion	Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.	Essential

(applies to all roles).		
Net Zero (applies to all roles).	Ability to contribute towards our commitment of becoming a net zero organisation.	Essential
Safeguarding (applies to all roles working with children/vulnerable adults)	Demonstrate an understanding of the safe working practices that apply to this role. Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	Essential

Disclosure level

What disclosure level is required for this post?	None	Standard
	Enhanced	Enhanced with barred list checks

Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid)	Fixed	Hybrid	Field	Remote	Mobile
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