

Job Description

Job Title: Assistant EHCP Caseworker

POSCODE:

Grade: 6

Overall purpose of the job

To provide support to the casework function within the Statutory Assessment Team (SAT) related to Education Health & Care Plans (EHCP) initial assessments, reviews and complex case/resolutions. This will enable the flow of assessments and annual reviews to progress within statutory timescales by addressing the current backlog of cases alongside new referrals. This post will directly support the work of the Caseworkers enabling them to prioritise their time on direct contact with families, school and other professionals, i.e. the Assistant Caseworker will ensure casework flows within national and local guidance and families and schools have a point of contact for the rapid resolution of enquiries regarding the status of assessments and reviews.

This will enable the front-line service to function efficiently and meet its statutory obligations in accordance with the Special Educational Needs (SEN) Code of Practice (2015) and other related legislation, Government guidelines, and local policy.

A specified number of Assistant Caseworker posts will support initial EHCP assessments (c.1900 per year) within a countywide team and a specified number of these posts will support the monitoring and review of existing EHCP cases (c. Eight thousand per year) via locality working.

Main accountabilities

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1.	Working alongside the EHCP Caseworkers to ensure the flow of casework for Education Health & Care Plans (EHCP) is progressed in line with statutory guidance within the SEND Code of Practice (Children & Families Act 2014).
2.	To support the initial assessment process for EHCPs for the c.1800 requests received overall of the Service per year, or to support the annual review process for the c.8500 existing EHCPs.
3.	Be the single point of contact for families and schools to ensure queries are dealt with and pro-active communications are progressed. These will routinely be to ensure that parents/schools are aware of the progress of individual cases through the assessment and/or review process.
4.	Operate within a compassionate and professional manner. The postholder must anticipate that parents/schools may demonstrate a level of frustration. Therefore, requiring written and verbal communication be carried out in a way that is appreciative of that context and does not exacerbate feelings of anxiety and concern from parents and professionals, respectively.
5.	Monitor and robustly pursue the progress of initial assessments and annual reviews, in liaison with Caseworkers and Business Support colleagues, to ensure compliance with statutory deadlines. Where compliance is not possible, i.e. due to current backlog cases, that casework flow is in line with agreed prioritisation criteria.
6.	Working with the EHCP Caseworkers prepare for attendance at SEN Panels.

7.	Create, input, and maintain records within the case management system. Analyse and interpret information from a range of sources including regulations and/or legislation, and relay this clearly to others.
8.	Demonstrate an awareness and understanding of equality, diversity and inclusion.
9.	Ability to contribute to our organisational commitment to becoming a Net Zero organisation by 2030.
10.	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
Good general level of education - GCSEs	To include English and maths	Essential
Vocational qualifications	In a relevant field with practical knowledge of service user group needs, or equivalent experience.	Desirable

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

Identify	Describe	Essential/ Desirable
Knowledge	Knowledge of statutory processes associated with EHC Plans	Desirable
	Knowledge of the SEND Code of Practice (2015) and other relevant legislation pertaining to this work, e.g. Children and Families Act (2014).	Desirable
Skills	Good written and oral skills with the ability to effectively communicate and present highly complex and sensitive processes and information both verbally and in writing.	Essential
	Ability to analyse and interpret complex information from a range of sources including regulations and/or legislation, and to relay this clearly to others.	Essential
	Effective organisational and time management skills including the ability to prioritise own workload, meet targets and tight deadlines, and work well under pressure.	Essential
	Ability to work independently and on own initiative.	Essential
	Ability to arrange assessments and write clear and concise support plans under supervision.	Essential
	Accuracy and attention to detail.	Essential
	Able to manage and resolve conflict and deal with challenging behaviour.	Essential

	An understanding of the requirement for confidentiality and sensitivity.	Essential
Experience	Experience of either:	
	Working with children or young people with SEND, or their families, in a social care, educational or voluntary setting; Or Working in an EHC Administrative role or similar EHC process support role.	Essential
	Experience of liaising with members of the public and professionals, and the ability to handle potentially difficult communication in a calm sensitive manner.	Essential
	Experience of undertaking assessments, support planning, and review in a child-centred approach.	Desirable
	Experience of working as an effective member of a team.	Essential
	A high level of ability in administrative/office processes	Essential
	Working experience of MS/IT applications	Essential
Equality, Diversity and Inclusion (applies to all roles).	Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.	Essential
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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