



Job Description and Person Specification

Job details

Job title: EHC Team Lead

Salary: NNCBAND09

Reports to EHC Service
Manager

EHC Team Resolution and Family Liaison Team Leader: is responsible for: Ensuring effective and efficient response for customer feedback and complaints, requests for mediation, preparation and co-ordination of tribunal submissions, freedom of information requests, links with stakeholders including engagement activity with the Parent Carer Forum and for responding to Councillor and MP enquiries.

Purpose of the job

Champion the education of children and young people with special educational needs, actively supporting them in reaching their educational potential and aspirations.

Support the strategic development of the North Northants EHC Team, especially in regard to phase developments, e.g. EY, primary, secondary and post-16 services.

Take a lead in supporting and challenging schools and other providers to improve educational attainment, progress, attendance and social, emotional and mental health of children and young people with special educational needs.

Work collaboratively to contribute to the development of high-quality provision and outcomes for children and young people with special educational needs through challenge, advice and support to schools, settings and wider professionals and agencies.

Line manage designated EHC Team staff.

Lead on the implementation and delivery of training and development programmes for a range of key professionals, especially in regard to special educational needs.

Provide feedback to the LA as required.

Undertake a lead role within the team, to be determined by the EHC Service Manager.

Principal responsibilities: EHC Team Resolution and Family Liaison Team Leader

1. Provide challenge and support to schools, settings, wider LA services and external partners providing advice, organising events, networks, training and brokering additional support to ensure that educational provision is of high quality, meets statutory requirements to improve educational progress and outcomes of children with SEND.
2. To support the EHC Service Manager with the strategic direction of the EHC Team by engaging in planning and policy development.
3. To lead projects reflecting identified needs and as directed, e.g. SEND improvement.
4. To employ effective data analysis skills and to monitor, track, improve and report performance including the attendance, progress and statutory timeframes for cohorts of children with SEND. Attend and lead meetings as appropriate, liaise with all relevant agencies/professionals.
5. Proactively support schools, settings and the EHC team in improving progress and attendance and in reducing any exclusion of children with EHC plans, through effective monitoring, tracking and analysis of data. Provide internal EHC Team reports, and to inform strategic planning, commissioning, interventions monitoring tracking and the identification of targeted casework.
6. To line manage members of the EHC Team, providing strong communication, leadership and guidance, securing improvements and ensuring that an anti-bias and inclusive approach is delivered across all service activities.
7. Enable the sharing of best practice/materials across the team and to targeted settings in the LA, managing advice, guidance, challenge, information and training for schools/colleges, settings and other key professionals working collaboratively to raise educational standards for children with SEND in Northamptonshire.
8. Ensure that requirements for effective Education, Health and Care Plans are met through effective and consistent ongoing monitoring, tracking and quality assurance, ensuring the views of children and young people influence and shape their education.

9. Maintain up-to-date knowledge, skills and understanding relating to national/local educational legislation and guidance and research, initiatives, strategies and reading materials related to improving educational outcomes for children with SEND and initiate any required consequent changes in discussion with team manager.
10. To ensure that all duties and responsibilities are carried out in accordance with Council policies and procedures and undertaking any other duties as directed and commensurate with the level of the post.

General responsibilities

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

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

If this post is Politically Restricted include the following clause

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	Degree level or equivalent	Leadership and Management qualification.
Experience and Knowledge	<p>Knowledge of teaching approaches, core subject content and progress rates.</p> <p>Knowledge and understanding of schools, their systems and of the potential opportunities for inter-school collaboration.</p> <p>Knowledge and understanding of the needs and entitlements of children with SEND and looked after children and young people.</p> <p>Knowledge of current guidance and legislation on entitlement issues particularly for children with SEND.</p> <p>Experience of successfully providing for, monitoring the progress of and evaluating the achievements of children and young people</p> <p>Experience of leading the planning and successful implementation of work to impact positively on the education and/or life chances of children or young people with SEND.</p> <p>Experience of successful leadership and motivation of a group of staff within a related field. Including staff development and training.</p>	

Attributes	Essential criteria	Desirable criteria
Ability and Skills	<p>Must be able to effectively communicate in a range of mediums including written and verbal communication</p> <p>Experience of establishing strong working and effective relationships across numerous stakeholder groups.</p> <p>Gain professional credibility and trust so that advice is accepted and acted upon</p> <p>Able to manage and prioritise a constantly changing workload.</p> <p>Be flexible in arrangements so that problems can be addressed early</p> <p>Ability to analyse and present data and information in a clear and concise way. Interpersonal skills with the ability to quickly form effective working relationships</p> <p>Manages difficult situations and conversations at the earliest opportunity, escalating where appropriate.</p> <p>Ability to work in a pressurised environment.</p>	
Equal Opportunities	<p>Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.</p>	