



**North  
Northamptonshire  
Council**

## **Job Description and Person Specification**

### **Job details**

Job title: EHC Officer  
Grade: NNBAND08: SCP22-25  
Reports to EHC Service Manager

### **Purpose of the job**

To fulfil the local authority's statutory duty in respect of children with special educational needs and Education, Health and Care Plans and manage case workers and caseworker assistants for an area of responsibility. 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 the EHC team's processes. To play a significant role in monitoring pupil progress and to contribute towards the strategic development of the county SEN provision.

### **Principal responsibilities**

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

1. 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 Specific information is used to ensure appropriate provisions are found.

2. Make decisions relating to: evaluating the provision required for the identified needs, evaluating the suitability of schools bearing in mind parental preference and effective use resources, co-ordinating provision with other services and evaluating progress through the annual review process.
3. In consultation with the case worker, be responsible for the accuracy of statutory SEN documents and be the authorised officer to sign them.
4. In consultation with the case worker ensure reviews of children's statutory documents are carried out at least annually and agree those that require amending or discontinuing.
5. Provide support and advice to the Provision and Placement lead and the Education Health and Care Service Manager.
6. 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.
7. Contribute to the monitoring of progress of children with SEN and make recommendations to the EHC service manager.
8. Monitor the provision made by schools for children with special educational needs and its impact.
9. Attend local and regional groups and advise the local authority on innovations and policy changes in the area of SEN.
10. Manage appropriate information systems in accordance with Council data protection procedures.
11. To travel across county to attend area and county wide meetings, as required.
12. **Special School and Unit Officer only:** Attend the appropriate meetings and contribute towards the strategic development of Northamptonshire SEN strategy and arrangements.
13. Carry out any other duties, by agreement with the post holder, which fall within the broad spirit, scope and purpose of this job description.

### **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	<ul style="list-style-type: none"><li>Degree level education in Special Educational Needs/ Education/ Psychology.</li></ul>	<ul style="list-style-type: none"><li>Training in Special Educational Needs.</li></ul>
Experience and Knowledge	<ul style="list-style-type: none"><li>Working knowledge and experience of the statutory process and managing statutory systems (e.g. experience of attending Special Needs DMG Panels).</li><li>Relevant experience and knowledge could be gained through working as a senior teacher or as an educational psychologist.</li></ul>	<ul style="list-style-type: none"><li>Knowledge of SEN Regulations and reporting requirements.</li><li>Knowledge of Capita ONE</li><li>Working knowledge of laws and legislation affecting Local Authority Education and/or Social Services or Health services</li></ul>

Attributes	Essential criteria	Desirable criteria
	<ul style="list-style-type: none"> <li>• Experience of problem solving, resolving conflict and mediation.</li> <li>• 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.</li> <li>• Experience of systems/database administration/management</li> <li>• Jobholders must be prepared to maintain professional development and undertake further training relevant to the job.</li> </ul>	
Ability and Skills	<ul style="list-style-type: none"> <li>• High level of skill in spoken and written English</li> <li>• Excellent customer service skills, in particular ability to offer advice and guidance.</li> <li>• Excellent organisational skills – able to prioritise own workload.</li> <li>• Good IT skills Accurate data input essential.</li> <li>• Good eye for detail, methodical and accurate.</li> <li>• Adaptable and enthusiastic.</li> <li>• Able to contribute ideas and embrace change as systems and processes develop to improve service delivery</li> </ul>	

Attributes	Essential criteria	Desirable criteria
	<ul style="list-style-type: none"> <li>• Able to work independently and as part of a team</li> <li>• Ability to work at the team office in Wellingborough at least once a week.</li> <li>• Ability to manage difficult situations and conversations at the earliest opportunity, escalating where appropriate.</li> <li>• Ability to work in a pressurised environment.</li> </ul>	
Equal Opportunities	<ul style="list-style-type: none"> <li>• Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.</li> </ul>	
Additional Factors		