

## Job Description

Job title	<b>Assessment officer (EHC Coordinator) (QI006)</b>
Directorate	PEOPLE : Children and Adults
Division	Education and SEND
Range	MPR 4
Reports to	Assessment Hub Lead

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### Main purpose of the job:

- Construct and develop education, health & care plans from approved assessments to achieve stated objectives and outcomes in relation to the needs of individuals, reflecting as closely as possible service users' aspirations.
- Draft high-quality amended EHC Plans, which are clear, accessible and outcome focused and in line with the legal and statutory requirements described in the Children and Family's Act and SEND Code of Practice.
- Engage in partnership working that seeks to creatively meet the needs of service users in an outcome focused way.
- To track and monitor the quality of advice and EHC plans and ensure the 20-week process is adhered to.
- To act as a contact for parents to offer technical advice and support with regard to the assessment process.
- To coordinate the professional input to EHC assessments including supporting organisation of multi-agency advice.
- To ensure accurate transfer and evidencing of recommendations and information provided in professional and other reports to identify advice to include in the Education, Health and Care Plan
- To maintain and support clear and transparent communication about the progress of cases so that all involved are kept fully and accurately informed, and to ensure accurate and details recording of communications with stakeholders.
- To provide support for parent/carers or young people throughout the education, health and care assessment process until the EHCP is in place.

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- To use the SEN database effectively and in line with the Council's protocols in order to work through and record SEND processes.
- To update and maintain accurate data for pupils with SEN in line with Medway SEN processes and requirements.
- Advise and support managers and provide day to day advice and guidance with their work to ensure the team delivers a comprehensive service within the statutory and Medway requirements.

Liaise with stakeholders in a way that promotes the [One Medway Council Plan](#) and embeds our [values and behaviours](#).

### Accountabilities and outcomes:

< List the key accountabilities along with outcomes, commencing each with an action verb and describing what is done and why, e.g.: "Manage and develop the joint consultative and negotiation processes within the Council in order to ensure that effective employee relations are maintained". As a general guide, there should be no more than 8 accountabilities.>

At the discretion of the Head of Service, such other activities as may from time to time be agreed consistent with the nature of the job described above.

### Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

As a corporate parent, all council employees are responsible for ensuring the well-being and positive outcomes of Medway's care-experienced children and young people.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Progression Framework.

Work in accordance with the Equality Act 2010 and the Public Sector Equality Duty to eliminate unlawful discrimination, harassment and victimisation. Promoting equality of opportunity, fostering good relations and improving the quality of life and opportunities for everyone living and working in Medway.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

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Medway Council is a Category One responder in relation to the Civil Contingencies Act (2004) and as a result all staff working for the Authority may be asked to carry out Category One response duties or stand into the role of another member of staff who is responding to a Major Civil Incident.

### Organisation:

This role reports to the Assessment Hub Lead .

The post holder will not be required to line manage others but may be required to direct, coordinate or train other employees.

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

### Working Style:

FIXED - The post holder will be permanently based at Gun Wharf, although they may be expected to work at any location across Medway.

### Person specification

All criteria at level A are considered essential unless stated otherwise.

#### Qualifications

##### Level A

- GCSE's A-C/ 4-9 (or equivalent) in Maths and English
- Minimum 2 A levels or Level 3 academic qualification

##### Level B (in addition to level A criteria)

- Evidence of ongoing professional development in the fields of expertise required.
- Working towards level 4 or equivalent qualification

##### Level C (in addition to levels A and B)

- Professional qualifications in relevant subject (e.g. SEND, Education, inclusion) at level 3 or above or equivalent.

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#### Knowledge

##### Level A

- Basic understanding of Special Educational Needs and Disabilities (SEND) and how it effects learning and inclusion.
- Basic awareness and understanding of relevant Education Acts, and in particular:
  - 2014 Children and Families Act
  - procedures for statutory assessment and placements of children/young people with SEN
  - SEN Code of Practice
  - National Exclusions Guidance
  - The Equality Act 2010
  - an understanding of alternative educational provision and the supporting legal frameworks.
- Awareness of the legal process for Special Educational Needs and Disability Tribunal (SENDIST) complaints and Tribunals.
- Local awareness of Medway SEND and Inclusion landscape.
- Awareness of the national educational landscape, and current issues and debates within this sector.
- An up to date working knowledge of safeguarding frameworks.
- Awareness of national and local financial and budgetary pressures.
- Understanding of data management including the ability to interpret trend information to shape service delivery.
- Basic understanding of the education pathways and graduated approach, personalised learning and education assessment processes, social care and health provision within the EHCP framework.
- Knowledge and understanding of promoting independence, resilience and wellbeing for children, young adults and families.

##### Level B (in addition to level A criteria)

- Detailed practical knowledge of SEND and how it effects learning and inclusion.
- Detailed knowledge of Education Acts and in particular:
  - the 2014 Children and Families Act
  - procedures for statutory assessment and placements of children/young people with special educational needs
  - SEN Code of Practice

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- National Exclusions Guidance
  - The Equality Act 2010
  - understanding of alternative educational provision and the supporting legal frameworks.
- Working knowledge of the legal process for SENDIST complaints and tribunals.
  - Demonstrable understanding of data management Working knowledge within a specialist area (early years, education, post 16).
  - Demonstrable knowledge and understanding of the education pathways and graduated approach, personalised learning and education assessment processes, social care and health provision within the EHCP framework.
  - Understanding of value for money and experience of budget or resource management e.g. resource provision for individual children or services.
  - Understanding of Medway's local and national education / SEND targets.
  - Working knowledge of SEND and Inclusion processes in Medway.

### Level C (in addition to levels A and B)

- Expert and detailed knowledge of SEND and how it effects learning and inclusion.
- Substantial knowledge of Medway internal SEND and Inclusion processes.
- Expert and detailed knowledge of the legal process for SENDIST complaints and tribunals.
- Substantial knowledge and understanding of the education pathways and graduated approach, personalised learning and education assessment processes, social care and health provision within the Education, Health and Care Plan (EHCP) framework.
- knowledge of safeguarding frameworks.
- Knowledge of financial management processes.

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## Experience

### Level A

- Experience of pastoral care in schools and academies or safeguarding.
- Experience working in SEND settings, e.g. working within specialist schools or resourced provisions.
- Experience working with families, children and young people in a professional capacity.
- Experience in undertaking and co-ordination of assessments of children and young adults resulting in the planning, delivery and management of focussed interventions and plans.
- Experience of IT systems including Microsoft Office, teams etc
- Experience of partnership and networking across multiple agencies in order to support the family.
- Experience of managing conflicting demands and prioritising accordingly.
- Demonstrable experience of providing excellent customer service

### Level B (in addition to level A criteria)

- Good experience of using negotiation and conflict resolution skills to achieve successful resolution.
- Experience of successfully managing a case load, from assessment through to case management stages.
- Significant practitioner experience in care or health service delivery and/or education provision 0-25 years.
- Experience of thoroughly analysing written and spoken information from a range of professionals and extracting the relevant information for a range of purposes.

### Level C (in addition to levels A and B)

- Substantive experience of managing conflict and successful resolution.
- Experience of contributing to the development of services, policies, procedures and practices.

### Skills

#### Level A

- Ability to model professionalism and promote a culture of professional standards and accountability.
- Ability to analyse and interpret varied and complex information regarding individual children and young people, and use this information to develop strategies, anticipate challenges and identify solutions in addressing their needs.
- Ability to use well developed communication skills to present complex/sensitive information in an understandable way, to a range of audiences, such as parents, children and young people, schools, education providers.
- Ability and willingness to travel across Medway in order to meet requirements of the role.
- Ability to consistently and effectively organise and prioritise tasks and meet deadlines.
- Ability to take accurate records of meetings and record information accurately.
- Ability to build to partnerships and maintain relationships.
- Able to problem solve and identify solutions.

#### Level B (in addition to level A criteria)

- Ability to establish and maintain relationships with local education providers and alternative provision based on trust and respect and shared objectives to facilitate joint planning, decision making and improved outcomes for children and young people.
- Effective decision making relating to prioritisation of time and workflow within a context of competing demands informed by a thorough understanding of the SEND Code of Practice and related guidance, regulations and law.
- Demonstrate innovation, creatively and a logical approach, to develop creative solutions related to statutory casework.

#### Level C (in addition to levels A and B)

- Ability to make decisions within the context of competing demands.
- Excellent interpersonal skills.
- Proven ability to negotiate and persuade.
- Proven ability to communicate with, engage and influence children, young adults, carers, partners and stakeholders, in complex situations.
- The ability to support and challenge other colleagues by providing specialist knowledge, advice and guidance.
- Contribute to the development of SEN policy and strategy.