

APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to recruitment@xentrall.org.uk or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

EHCP Assessment & Review Officer

Vacancy ID: 009200

Salary: £11,933.00 - £12,731.50 Annually

Closing Date: 19/08/2018

Benefits & Grade

Grade I

Contract Details

Permanent

Contract Hours

18.5 hours per week

Disclosure

The successful applicant will be subject to an enhanced DBS check

Job Description

An exciting opportunity has become available for a highly motivated and enthusiastic person to join our team – in the role of EHCP Assessment and Review Officer.

The Statutory SEN Team processes the statutory EHC Assessment and Annual Review processes for children and young people with Special Educational Needs.

The successful applicant will have knowledge of recent educational legislation and policy and the capacity to develop a more detailed understanding of the SEN Code of Practice and related Legislation. They should have excellent communication skills, with an approachable manner and the ability to remain calm under challenging circumstances.

The post will be 0.5 FTE and days will be confirmed on successful appointment.

For detailed information on this role, please refer to the Job Description and Person Specification.

Please ensure you refer to the essential and desirable criteria detailed in the Person Specification when completing your application as they are used to select candidates for interview.

For a further informal discussion, please contact Elisha Smith, Senior SEN Officer (0-Y8), on 01642 527145 or email elisha.smith@stockton.gov.uk

An online application form and further information is available from www.stockton.gov.uk/job-vacancies/. Alternatively you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email recruitment@xentrall.org.uk

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

Directorate:
Children's Services

Service Area:
SEN & Engagement Service

JOB TITLE: EHCP Assessment and Review Officer

GRADE: I

REPORTING TO: Senior SEN Officer

1. JOB SUMMARY:

To undertake SEN casework and the EHC plan process ensuring that it is in line with the legislative framework and reflects the all relevant legislation relating to SEND.

To promote safeguarding and follow all robust policies and procedures to safeguard children and vulnerable adults.

To ensure the voices of children, young people and their parents/carers are appropriately reflected in in service delivery.

To maintain links between relevant agencies, schools and settings in respect of the legislative framework and requirements for children and young people with SEN.

To liaise with professionals across statutory agencies and voluntary agencies where necessary to ensure full participation in the EHC process.

To promote and support the smooth transition for children and young people between educational settings.

2. MAIN RESPONSIBILITIES AND REQUIREMENTS

1 To support the Principal SEN Officer and the Senior SEN Officers in the operational implementation of the EHC assessment, plan and review process and associated procedures including those for transport.

2 To carry out and maintain accurate and timely records and work processes in the team including use of relevant IT systems.

3 To contribute to the provision of data/information for performance management processes.

4 To undertake the role of EHCP coordinator by:

- Actively working with parents/carers, children, young people and families to explain about EHC assessments and guide them through the process
- Facilitating meetings relating to EHC assessments including person centred planning meetings
- Where necessary advising professionals on the process
- Writing EHC plans

5 To manage a caseload of statutory assessments

6 To attend reviews for children and young people with EHCP's as required

7 To check and prepare all paperwork required for the multi-agency panel making decisions about EHC assessments and plans and to undertake follow up actions from the panel.

8 To liaise with schools and other education providers in respect of the required evidence for the multi-agency panel making decisions about EHC assessments and plans

9 To support the preparation of referrals for the CMAP.

10 To support the development and coordination of clear and transparent information about the EHCP assessment process for families and professionals and the publication and distribution of this.

	11	To support the development and delivery of training about SEND legislative requirements and the EHC process and plans.
	12	To support the Principal SEN Officer and the Senior SEN Officers in the preparation of materials to respond to appeals to SENDIST.
	13	To liaise with the Placements and Exclusion Officer and SEN Commissioning, Contracts and Finance Manager in respect of processes and procedures for placement of children and young people with EHCP's
	14	To assist in resolving issues arising from complaints concerning SEN team delivery and ensure that necessary action is taken within the complaints procedures.
	15	To work in partnership to promote safeguarding and ensure children and vulnerable adults are safe and supported in collaboration with health and social care colleagues, practitioners, Head Teachers and leaders from schools and settings.
	16	To work within the directorate to support the council's drive for economy and efficiency and to ensure services respond to the medium term financial plan for Stockton.

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade of I using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

It is expected that due to the nature of the role and the interface with schools the post holder will take the majority of their leave during the school holidays.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development.

Customer Services – The post holder is required to ensure that all customers both internal and external receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures - The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety - The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding - All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

PERSON SPECIFICATION

Job Title/Grade	EHCP Assessment and Review Officer	I
Directorate / Service Area	Children's Services	SEN & Engagement Service
Post Ref:	34166	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> Education to NVQ Level 4 or equivalent in a relevant area 	<ul style="list-style-type: none"> Qualification in SEN 	Application Form
Experience	<ul style="list-style-type: none"> Experience of implementing and operating formal processes with service users Experience of working with children, young people and families Experience in delivering statutory services to legal deadlines Experience of multi-agency and partnership working Experience of working with schools, early years providers, social care, health, parents/carers, children and young people and other key partners Experience of managing a caseload Due to the frequent need for travel across and at 	<ul style="list-style-type: none"> Experience of working with children and young people in the early years, primary, secondary and post 16 settings Experience of supporting the LA in respect of SEND tribunals Experience of the person-centred planning approach and coordination of assessment and planning Experience of writing plans for children and young people Experience of attending panels and preparing cases for panels 	Application Form / Interview

	times outside the Borough and the need to meet business targets the need to drive a car is a requirement of this post		
Skills	<ul style="list-style-type: none"> • Excellent oral and written communication skills including experience of report writing and writing referrals • Skills in using relevant IT systems effectively • Excellent problem solving skills • Commitment to securing positive outcomes for children and young people • Ability to prioritise the workload of self and act on initiative • Good organisational skills and the ability to work to deadlines 	<ul style="list-style-type: none"> • Strong customer care ethos • Able to approach difficult situations effectively • Willingness to commit to open and constructive multi agency working and demonstrate sensitivity to the needs of the client group of children and parents/carers 	Application Form / Interview
Specific behaviours relevant to the post	<ul style="list-style-type: none"> • Knowledge and understanding of SEN for children and young people 0-25 • Knowledge of safeguarding procedures and processes including how they apply to children and young people with SEND 	<ul style="list-style-type: none"> • Good and up to date knowledge of SEND legislation, statutory guidance and codes of practice including the role of the LA. • Knowledge of processes for transfer from early years to primary and primary to secondary 	Application Form / Interview
Other requirements			

Person Specification dated

February 2017

Conditions of Service

General

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the JNC Craft Agreement but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

Annual Leave

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

Medical Examination

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation

New entrants to Local Government will be required to complete a six month probationary period.

Equal Opportunities

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

Job Sharing

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

Payment of Salaries

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy

The Council operates a No Smoking Policy.

Politically Restricted Posts

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.