

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Children's Services

Job Ref Number: 03211

Service Area: SEND

Grade: G4

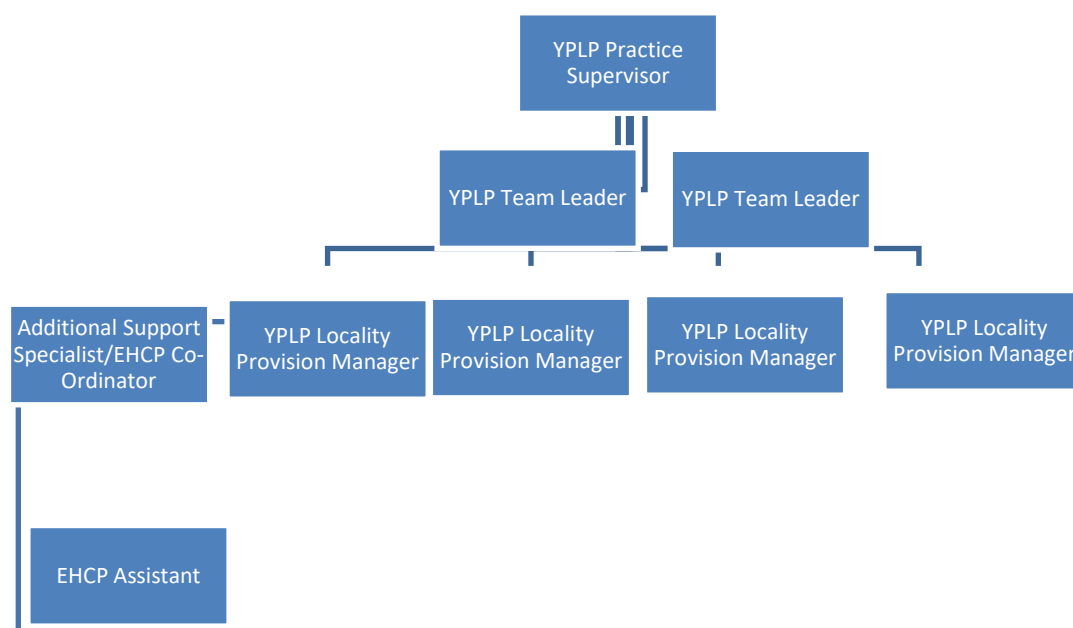
Job Title: Education Health and Care Plan (EHCP) Assistant

PURPOSE OF JOB:

To support the Additional Needs Specialist/ EHCP Co-ordinator to ensure YPLP meets its legal and professional obligations in the Education, Health and Care Plan process, for example, facilitating and coordinating annual reviews for young people. .

To support the EHCP Coordinator and Local Provision Managers to ensure all learners get the support needed at YPLP and have a successful transition from YPLP

TEAM STRUCTURE:



There are no peer roles as this team the Additional Support Specialist/EHCP Co-Ordinator and the EHCP Assistant support the whole team

MAIN DUTIES:

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| 1 | Provide information and advice to young people, their families ,professional agencies and other services within children services on YPLP services and our management of the processes linked to Education, Health and Care Plans |
| 2 | Co-ordinate the gathering of and collate evidence to present on YPLP's behalf in annual review meetings |
| 3 | Attend and chair a variety of complex multi-agency meetings including Annual Reviews in line with the SEND Code of Practice and transition meetings |
| 4 | Make detailed and accurate notes of discussions and decisions made |
| 5 | Ensure notes and records of meetings are recorded and produced accurately and |

	circulated to all parties within set timescales
6	Write annual reviews and other reports as required, ensuring they are clear and accurate and distributed to the relevant parties
7	Support the Additional Support Specialist/EHCP Co-ordinator in all aspects of their role When necessary stand in for the Additional Support Specialist/EHCP Co-ordinator and support Team Leader where necessary.
8	Keep up to date with relevant legislation, guidelines and processes in relation to the SEND Code of Practice and Post 16 education to be able to advise colleagues, families and young people as required
9	Work in partnership with children, young people, their families, schools and professional agencies to ensure options, wishes, advice and decisions are accurately recorded and incorporated into the annual review process and transitions into and out of YPLP are managed efficiently.
10	Establish and maintain positive relationships with other professionals to ensure young people are given the best opportunities for future success.
11	Manage and chair difficult meetings where there may conflicting expectations for young people and/or their families and mediate problems as they arise
12	Support learners to be able to apply for financial assistance and advise on transport options
13	Manage transport and bursary applications in order for Business Support to raise Purchase Orders and make payments
14	Ensure records, spreadsheets and computer systems are updated accurately and efficiently in line with agreed procedures and statutory guidelines.
15	Organise, collate information and prepare documentation for meetings, such as, annual reviews, ensuring where relevant that statutory requirements and timescales are met
16	Support Provision Managers with learner attendance, timetables, transitions and data and support the Management team with internal and external inspections.
17	Support Additional Support Specialist/EHCP Co-ordinator to plan open events for young people and families to raise aspirations and provide information advice and guidance for future outcomes.
18	Support staff training to ensure that they have the skills and knowledge to support the young people and meet their needs

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
NVQ Level 2 3 or 4 or equivalent in a relevant Health, Education or Social Care subject.	A	X	
Extensive working knowledge, adherence to, and application of SEND legislation, including the Education Act 1996, the Children and Family Act 2014, SEN Code of Practice 2014, and Equality Act 2010.	A & I	X	
Knowledge of the LCC's SEND policies, procedures, and provisions; and new initiatives and developments.	A & I	X	
Relevant experience of working	A & I	X	

with children in a health, education or social care setting.			
Ability to communicate effectively with children, young people, parents, schools and a range of other professionals.	A & I	X	
Knowledge and experience of transition routes for young people including other education, world of work, housing and benefits system	A & I	X	X
Knowledge and experience of financial support for young people available to those attending YPLP	A & I		X
Knowledge and experience of advising on transport options for young people attending YPLP and being able to set up transport.	A & I		X
Able to build relationships with excellent interpersonal skills,	A & I	X	
Experience of chairing and recording multi-agency meetings with an eye for detail	A & I	X	
Excellent verbal and written communication skills with the ability to produce high quality written documentation	A & I	X	
Excellent planning and organisational skills	A & I	X	

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties 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.

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 Lincolnshire County Council 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.

Job Details:

Job Title	Education Health and Care Plan Assistant
Identifier	03211
Director Area	Children's Services
Service Area	SEND
Section	
Date	09/11/2021
Analyst Name	
Job Status	Manager appeal
Score	342
Grade	Grade 4
Description	New JD.

Factor Levels:

Supervision/Management Of People	1
Dispersal Awarded	No
Creativity & Innovation	3
Contacts & Relationships	3
Decisions - Discretion	2
Decisions - Consequences	2
Resources	1
Work Demands	2
Physical Demands	1
Working Conditions	1
Work Context	1
Knowledge & Skill	3