

# Job Profile

Position Details	
Post	Education Health and Care Plan Caseworker
Service Area	CYPS/Early Help and SEND
Reports to	Head of Integrated Service – SEN & Disabilities
Grade	PO1
Job Family	To be completed by HR

Role Purpose
<p>The Education Health and Care Plan Caseworker is the key professional in bringing together and identifying key information on children’s special educational needs across professional groups and agencies and is responsible for writing the education health and care plan for a child (EHCP) in collaboration with the parent and child.</p> <p>The EHCP is a statutory document that must be written in a way that complies with local and national and local policies and approaches to SEND, in particular the 2014 Code of Practice. The EHCP Caseworker must identify appropriate outcomes and resourcing that is then devolved to settings in order to support children and young people with SEND between the ages of 0-25 years. The educational health and care plan is a statutory document and the support must be delivered by the educational establishment, in the way described in the EHCP.</p> <p>The purpose of the educational health and care plan should achieve the best outcomes for children with SEND and maximise their attainment in preparation for adult hood in the areas of:</p> <ul style="list-style-type: none"> <li>Achieving good education/employment</li> <li>Maximising independence</li> <li>Community inclusion/participation</li> <li>Good health</li> </ul> <p>The EHCP must be written in a way that ensure these aspirations are recognised and achieved, within the resources available.</p>

Main Responsibilities
<p>1.0 To work with children young people and families to identify their wishes, views and aspirations. As part of this the post holder must be able to work with key professionals to communicate with children and young people with SEND.</p> <p>2.0 To be responsible for receiving and interpreting reports and advice for proposed education health and care plans for children with SEND</p>

- 2.1 To work in a multidisciplinary way to identify needs, outcomes and proposed resourcing for the child's education health and care plan across health education and social care
- 2.2 To write the EHCP within national guidance and local guidance for education health and social care, and with detailed knowledge of the boroughs 'Local Offer', including awareness of teaching approaches and methods of differentiation and local school places and types
- 2.3 To be aware of thresholds for of resourcing, including personal budgets, and be able to assess and recommend indicative levels of personal budget in line with local policy if requested by the family and agreed by the relevant team manager
- 2.4 To independently meet with parents to discuss proposed EHCP's and parental response to EHCP's, negotiating and resolving and areas of disagreement, with an awareness of local resource.
- 2.5 To maintain and update database in relation to all special educational needs processing and ensure statistical data is available to colleagues and others.
- 2.6 To ensure that the decisions of the relevant decision-making panels are carried out in a timely way
- 2.7 To draft responses to Council Members and Members of Parliament on individual cases.
- 2.8 To keep up-to-date with current legislation and undergo training as appropriate for professional development, including SEND, safeguarding and support
- 2.9 To record and monitor complex meetings as required, and take appropriate action.
- 2.10 To seek information from and give advice to local authorities and outside agencies with regard to procedures and pupils.
- 2.11 To attend meetings to give and receive information relating to service activities.

#### Generic Responsibilities

1. To provide a service which is responsive to changes in legislation and departmental policy.
2. To oversee and keep up accurate and up-to-date records, relating to the range of duties undertaken.
3. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements.
4. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.
5. Knowledge and experience of using IT.

6. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
<ul style="list-style-type: none"> <li>Professional qualification related to working with children at degree or higher education level</li> </ul>	E
<ul style="list-style-type: none"> <li>Additional qualifications related to children e.g. Understanding of child development</li> </ul>	E
<ul style="list-style-type: none"> <li>Knowledge of the code of practice as it affects performance targets and funding for children to meet their SEND needs</li> </ul>	D
<ul style="list-style-type: none"> <li>Knowledge of the SEND reforms 2014</li> </ul>	E
<ul style="list-style-type: none"> <li>Understanding of SEND and how it affects learning and social inclusion</li> </ul>	E
<ul style="list-style-type: none"> <li>Understanding of mental capacity</li> </ul>	D
<ul style="list-style-type: none"> <li>High level of attention to detail</li> </ul>	E
<ul style="list-style-type: none"> <li>Well- developed negotiation skills and conflict resolution</li> </ul>	E
<ul style="list-style-type: none"> <li>Ability to work to competing deadlines and to be able to prioritise independently</li> </ul>	E
<ul style="list-style-type: none"> <li>Excellent written skills</li> </ul>	E
<ul style="list-style-type: none"> <li>Well-developed organisational skills</li> </ul>	E

E

Main Contacts & Other Information
<p><u>Main Contacts:</u>            Heads of Service            Transport/SEN service and education support services            Schools, colleges and Early Years settings</p> <p><u>Other Information:</u>            This position requires the postholder to undergo a DBS (Disclosure and Barring Service) check for adults and children.</p>

## Additional Information

Please complete the additional information as fully as you can.

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
x				
Are the staff based at the same work location?				Yes
Will the post holder be responsible for contract / agency / project staff?				no

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.

If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	Yes	50%	Use of a computer.	Yes	50%
Audio typing.	No		Crisis or conflict situations.	Yes	10%
Walking more than a mile.	Yes	5%	Manual handling.	No	
Working alone or in isolation.	Yes	50%	Working in confined spaces.	No	
Driving a car, van or minibus.	No		Preparing or serving food.	No	
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.	No		Working in awkward positions, e.g. stooping, bending, reaching.	No	
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.	No		Operating heavy or hazardous machinery including forklifts, diggers or cranes.	No	
Regular and repetitive movements.	No		Working shifts / unsocial hours, nights.	No	
Outdoor work involving uneven surfaces.	No		Standing or sitting for prolonged periods.	Yes	85%

Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Working shifts / unsocial hours / nights.	No		Working at heights / on ladders, roof work.	No	
Teaching, or responsibility for, children.	No		Outdoor work involving extremes of temperature.	No	
Electrical hazards.	No		Control and restraint.	No	

<b>Resources</b> – identify & list personal and identifiable accountability for physical and financial resources including those of clients:
Supporting families who may request additional resources – not provided directly by staff member
<b>Cash/Financial Resources</b> - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:
No
<b>Plant/Equipment</b> - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:
No
<b>Stocks/Materials</b> - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:
No
<b>Data Systems</b> - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:
Yes – SEND database/Mosaic
<b>Buildings</b> - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability:
<b>No</b>