# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# JOB TITLE: Assessment and Planning Officer

# DEPARTMENT: Children’s Services

# LOCATION: County Hall, Lewes

# GRADE: East Sussex Single Status Grade 9

# RESPONSIBLE TO: Senior Caseworker

# Purpose of the Role:

To provide advice and support to parents and children with SEN and disability; ensuring outcomes are being monitored, reviewed and intervening where required.

Acting as named Caseworker for a family in relation to EHC assessment / review, carrying out role of lead professional as required.

Acting as a key link with schools, education support services and other providers to ensure delivery of a quality service to children, parents, schools and other providers

To be responsible for the administration of the Education Health and Care assessment, planning and review of the special educational needs of children and to secure provision to meet their needs in line with Children and Families Act 2014 and the SEN CoP.

# Key tasks:

1. Ensure the efficient and effective administration of casework associated with the integrated Assessment and Planning Team, in relation to the completion of Education Health and Care plans up to the age of 25, in line with the Code of Practice Children and Families Act 2014
2. To write new or make changes to existing EHC Plans, using a personalised approach, in close liaison with Educational Psychologists, parents, schools and others who have provided advice regarding a child’s SEN, within statutory and local policy and to agreed performance standards. Including other relevant documentation e.g. decision letters, case recording, management briefings and panel requests.
3. Be accountable for the quality and delivery of EHC Plans within statutory time scales.
4. Model person-centred planning with key partners, ensuring that outcomes-based assessment is evident in all areas of work with a clear focus on engagement with families, children and young people, including problem resolution and mediation as required.
5. Ensure an equitable balance of children and young people with SEND across the county’s schools and increase the number of young people being educated inclusively within East Sussex – shaping planning and decision making.
6. Ensure that the annual review of EHC plans is conducted within statutory timescales, that all advice is considered along with review meeting recommendations to determine the need for continuation or amendment of the plan.
7. To identify of the most appropriate options for special educational provision for children with EHC plans and make recommendations to the relevant decision-making panel having taken account of admissions and transport policy.
8. Represent the Local Authority at EHC and School Review meetings, reviewing costs and challenging where appropriate; seeking and presenting solutions for effective and best value approaches.
9. To be the key contact for parents to ensure that they are fully informed of progress regarding their child’s case and to formally act as their key contact on behalf of the Authority.
10. Arrange and represent the Authority at meetings with parents, schools and other providers as appropriate, including statutory meetings, chairing as required.
11. Developing a specific liaison role with identified schools, providing advice and guidance, within the context of an awareness and understanding of the issues affecting integrated SEN, health and social care provision in schools such as delegated funding and the DfE financial guidance SEN notional budgets in order to offer appropriate support and advice in line with Children’s Services’ policy and procedures.
12. Regularly provide staff training sessions on a multi-agency basis on planning and assessment processes, including funding and promoting integrated working to ensure compliance with statutory timescales from other agencies.
13. Take responsibility for ensuring that the computerised database information is accurate and up to date at all times and that action is undertaken as required to ensure production of accurate and timely management information.
14. Work as an effective team member who ensures that casework is progressed in accordance with statutory and local standards. Contribute to the recruitment and development of other team staff to ensure that team objectives are achieved and a quality customer service is provided. This may include working across the team.
15. Ensure that all work delivered within the field of attendance behaviour support is in line with then wider aspirations of I SEND Services and exploit opportunities for integrated working with partners at every opportunity.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

# EAST SUSSEX COUNTY COUNCIL PERSON SPECIFICATION

# JOB TITLE: Assessment and Planning Officer

# GRADE: Single Status 9

# Essential key skills and abilities

|  |
| --- |
| These criteria will be assessed at the application and interview stage  |
| * Ability to identify work priorities and manage own workload to meet deadlines, ensuring objectives and targets are achieved with minimal disruption
* Proven ability to plan, organise and prioritise a varied and demanding workload and to work under pressure to ensure objectives and targets are achieved and to meet statutory deadlines.
* Ability to work with minimum supervision, balancing using own initiative against need to seek management guidance
* Ability to assess children and Young Peoples’ individual educational needs and monitor progress against desired outcomes
* Proven ability to establish and maintain effective working partnerships with work colleagues and other agencies
* Proven ability to work collaboratively as an effective team member to achieve required quantity and quality of work
* Accountable for ensuring placements reflect cost within LA expectations of cost and value for money
* Ability to acquire and apply new knowledge to ensure that work/advice is consistent and reliable
* Proven ability to ensure customer needs are met so that confidence in the service is promoted and maintained
* Proven ability to anticipate problems and achieve workable solutions to complex problems and to ensure contingencies are planned for
* Ability to communicate effectively in both written and oral form with a variety of audiences to ensure that key issues are identified and understood
* Ability to draft and prepare correspondence and reports which are accurate in terms of content, grammar and spelling
* Proven negotiation skills that achieve desired outcomes
* Ability to analyse and interpret detailed and complex information and to use such information to benefit work objectives over the longer term (i.e. over a child’s school career)
* Ability to demonstrate sensitivity and objectivity in dealing with emotive and confidential issues
* Ability to negotiate and influence confidently with a range of professionals to secure the best outcomes for young people
 |

# Essential education and qualifications.

|  |
| --- |
| These criteria will be evidenced via certificates, or at interview  |
| * Level 4 qualification in a relevant field or equivalent experience
 |

# Desirable education and qualifications.

|  |
| --- |
| These criteria will be evidenced via certificates, or at interview  |
| * Evidence of recent professional development
 |

# Essential knowledge

|  |
| --- |
| These criteria will be assessed at the application and interview stage  |
| * Knowledge and understanding of children’s educational needs.
* Awareness of SEN reform and legislation
* Knowledge and experience of working with Windows software; MS Excel, MS Word.
 |

# Desirable knowledge

|  |
| --- |
| These criteria will be assessed at the application and interview stage  |
| * The ability to demonstrate knowledge and understanding of the legislation governing the provision of services for children with special educational needs
 |

# Essential experience

|  |
| --- |
| These criteria will be assessed at the application and interview stage  |
| * Experienced in using a computerised database to support service delivery.
* Experience of communicating with children and their families concerning complex issues
 |

# Desirable experience

|  |
| --- |
| These criteria will be assessed at the application and interview stage  |
| * Experience of working in a Local Authority
 |

# Other essential criteria

|  |
| --- |
| These criteria will be assessed at the application and interview stage  |
| * Ability to demonstrate flexibility and a willingness to adapt to change.
* Ability to work calmly and effectively under pressure.
* Reliability, honesty and a commitment to maintaining confidentiality.
* A commitment to equalities in service delivery and employment and evidence of successful implementation of equalities in practice.
* Ability to work flexible hours to meet to needs of the service.
* Full driving license or the ability to demonstrate how you will meet the travelling needs of the role
 |

**Date (drawn up): September 2014**

**Name of Officer(s) drawing up person specifications:**

**Job Evaluation Reference:**

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role**  |
| --- | --- |
| Using display screen equipment  | Yes/No |
| Working with children/vulnerable adults | Yes/No |
| Moving & handling operations | Yes/No |
| Occupational Driving | Yes/No |
| Lone Working | Yes/No |
| Working at height | Yes/No |
| Shift / night work | Yes/No |
| Working with hazardous substances | Yes/No |
| Using power tools | Yes/No |
| Exposure to noise and /or vibration | Yes/No |
| Food handling | Yes/No |
| Exposure to blood /body fluids | Yes/No |