

## Kent County Council

### Job Description: *EHC Placement Team Manager*

---

<b>Directorate:</b>	<b>Children, Young People and Education</b>
<b>Unit/Section:</b>	<b>Special Educational Needs and Disability (SEND)</b>
<b>Grade:</b>	<b>KSI</b>
<b>Responsible to:</b>	<b>EHC Tribunals, Assessment &amp; Placement Manager</b>

#### **Purpose of the Job:**

To manage a team responsible for discharging the Local Authority's (LA) statutory functions in relation to the sourcing and ongoing monitoring of high-quality provision for those children and young people who are to be issued with or hold an Education, Health, and Care (EHC) plan.

To contribute to strategic working and forward planning to ensure a high-quality service is delivered to children and young people and their families/carers through the Statutory Assessment (SA) process and Annual Reviews.

#### **Main duties and responsibilities:**

- To be responsible for ensuring that the appropriate systems are in place to ensure the LA can discharge its statutory duties in relation to the SA process, specifically placement provision. This includes ensuring staff execute their responsibilities in a professional manner within statutory timescales and the monitoring of all staff caseloads through effective use of available data to monitor and manage the caseload of the Placement Team, ensuring all children and young people are placed in long-term appropriate educational provision, within timescales, or that appropriate interim provision is in place.
- Have overall responsibility for decisions regarding assessments, issuing plans, placement, and provision. This will require the post holder to attend, chair or contribute to decision-making panels & meetings as well as attend mediation, dispute resolution or other relevant multi-agency meetings as required, where there are concerns regarding provision/placement and ensure decisions taken are implemented within timescales and in accordance with Kent policy and statutory guidance.
- Work in close partnership with children, young people, their parents, and carers who are to be issued with or hold an EHC Plan, as well as schools and other agencies to secure agreed outcomes in relation to SEN placements and provision. This includes working in a person-centred way with children, young people, and their families/carers and attendance at or initiation of multi-agency meetings.
- To engage with parents in a collaborative manner to ensure swift resolution of any issues, including participation in informal dispute resolution or formal mediation. This will require the post holder to develop effective working relationships with young people and the parents or carers of children and young people who have applied for an EHC plan.
- To be responsible for developing effective working relationships with schools including providing challenge, advice, and information as appropriate as well as wider professionals and key stakeholders.

- To work closely with other teams to co-ordinate Tribunal evidence gathering and ensure all parties provide accurate and appropriate information within timescales.
- Contribute to policy and planning groups as directed/required and take lead responsibility for strategic areas or projects contributing to the establishment of joint protocols and effective relationships with key statutory and voluntary partners to deliver a user-centred service.
- To prepare and deliver identified reports and information in a variety of formats fit for intended audience (including graphical reports) as required within timescales and which can be used for forward planning, including any trend data
- To provide updates and information (within timescales) as required including the drafting of responses to complaints, concerns and enquiries including those from parents and young people, MP's, Councillor's, LGO, Members, legal representatives, and other interested parties as well as producing local information and data to identify trends, anomalies & inform strategic local & Local Authority wide plans.
- To represent KCC at meetings as required, in relation to the service with partner agencies, schools, colleges and voluntary groups internally and externally.
- Ensure data quality within the databases used by the team, ensuring errors are identified and corrected.
- Manage staff in accordance with KCC Policy and to ensure services are delivered appropriately. This will require the post holder to effectively organise, plan and deliver their own and other staff workload effectively, to meet agreed goals and statutory or policy timescales, in-line with the service and corporate objectives.
- To contribute to the strategic identification of need and assist in the planning of future placement needs.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

# Kent County Council

## Person Specification: *EHC Placement Team Manager*

---

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Degree level or proven equivalent experience.</li><li>• Managerial qualification or experience.</li><li>• Evidence of continued professional development.</li><li>• Advanced level professional.</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Demonstrable practical experience in a relevant field to include working with parents, carers and schools in challenging situations.</li><li>• Experience of managing conflicting priorities.</li><li>• Experience of supervising staff and/or leading teams.</li><li>• Experience of multi-agency working particularly with education settings, social care, and health.</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Ability to establish effective working relationships with professionals, children, young people, their parents, and carers.</li><li>• Effective communication skills including diplomacy and sensitivity to the needs of others, without the use of jargon.</li><li>• Able to solve problems in a constructive and solution focussed manner.</li><li>• Resilient. Able to self-reflect and improve own skills and performance.</li><li>• Effective networking skills, with the ability to work in partnership with other involved practitioners.</li><li>• Able to use all IT equipment and software to the level required of the role.</li><li>• Ability to work on own initiative with good time and resource management skills, being able to work successfully under pressure, prioritising tasks to manage your own and other staff workloads effectively</li><li>• Evidence of being able to positively manage a team to deliver a service.</li><li>• Able to interpret data and maintain a high quality of data-input, to minimise data errors. Has the ability to analyse and interpret information from a wide range of sources, including professional reports, and to convey information in a range of appropriate formats, fit for their intended audience, within timescales.</li><li>• Able to challenge staff (and self) effectively to improve own, individual, and team performance.</li><li>• Takes responsibility for problem solving and decision-making, providing support and challenge, as necessary.</li><li>• Seeks to drive forward national and local strategies through team and self-motivation.</li><li>• Promotes equality of opportunity for children and young people and KCC colleagues as related to national and local strategies and policies</li></ul>

	<ul style="list-style-type: none"> <li>• Ability to support children, young people, families, and carers to implement the EHC plan.</li> <li>• Ability to work with others to negotiate and agree actions.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge of the importance of early intervention and support.</li> <li>• Extensive working knowledge of SEN legislation, specifically SEN Code of Practice (2014), Children and Family Act (2014) and Disability Discrimination Act (1995) and its application within the context of Kent.</li> <li>• Knowledge of Data Protection, GDPR and confidentiality issues.</li> <li>• Understanding of internal policy and external influence.</li> </ul>
<b>KENT VALUES AND CULTURAL ATTRIBUTES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>• We are <b>curious</b> to innovate and improve</li> <li>• We are <b>compassionate</b>, understanding and respectful to all</li> <li>• We are <b>strong together</b> by sharing knowledge</li> <li>• We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>