

Kent County Council

Job Description: *EHC Assessment Team Manager*

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

Purpose of the Job:

To manage the team responsible for the assessment of children and young people's education, health and care needs and contributing to the decision as to whether an Education, Health, and Care (EHC) plan is required or if support can be provided through the Local Offer.

Main duties and responsibilities:

- Responsible for consistent decision-making in relation to decisions to assess, issue, and the identification of suitable educational placements ensuring the quality of assessments and EHC plans, and to allocate cases on an equitable basis ensuring the council meets its statutory obligations in relation to those children, young people, and their families/carers across the county. Providing cover for other Assessment Team Managers as required.
- To conduct all statutory processes within timescales and in a professional manner ensuring close collaboration and the co-production of plans with young people, their parents, and carers.
- Supervise staff caseloads ensuring that rigorous monitoring and auditing of service user cases are in place, to ensure all draft EHC plans are of a high quality before they are released to parents/carers, and where areas of concern are highlighted that these concerns are dealt with or escalated to the EHC Tribunals, Assessment and Placement Manager.
- Support the co-production of EHC plans with parents and carers and to ensure the voice of the child/young person is heard through the Statutory Assessment process.
- Attend, chair or contribute to decision-making panels and meetings, as well as attend mediation, dispute resolution or other relevant multi-agency meeting as required where there are concerns, and ensure decisions taken are implemented within timescales and in accordance with Kent policy and statutory guidance.
- To communicate, liaise and engage with parents and carers in a collaborative manner in-line with Directorate customer standards and the SEN Code of Practice, ensuring timely ongoing communication and 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 and carers of children and young people.

- 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 operational teams to co-ordinate Tribunal evidence gathering and ensuring all parties provide accurate and appropriate information within timescales.
- To prepare and deliver identified reports and information in a variety of formats, fit for intended audience (including graphical reports), as required within timescales, 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, Councilor'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.
- Ensure data quality within the databases used by the team, ensuring errors are identified and corrected.
- To represent management at meetings in relation to the service with partner agencies, schools, further education colleges, and voluntary groups, internally and externally as required, representing yourself and KCC professionally and courteously throughout.
- 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.
- Support the service to embed quality assurance processes so that EHC Plans are consistent and accurately reflect Children and Young People's need prior to being issued by the service.

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.

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Person Specification: *EHC Assessment 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.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> • Degree level or proven equivalent experience. • Managerial qualification or experience. • Evidence of continued professional development. • Advanced level professional.
EXPERIENCE	<ul style="list-style-type: none"> • Demonstrable practical experience in a relevant field to include working with parents, carers, and schools in challenging situations. • Experience of managing conflicting priorities. • Experience of supervising staff and/or leading teams. • Experience of multi-agency working particularly with education settings, social care, and health.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Ability to establish effective working relationships with professionals, children, young people, their parents, and carers. • Effective communication skills including diplomacy and sensitivity to the needs of others, without the use of jargon. • Able to solve problems in a constructive and solution focused manner. • Resilient. Able to self-reflect and improve own skills and performance. • Effective networking skills, with the ability to work in partnership with other involved practitioners. • Able to use all IT equipment and software to the level required of the role. • 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 • Evidence of being able to positively manage a team to deliver a service. • 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. • Able to challenge staff (and self) effectively to improve own, individual, and team performance. • Takes responsibility for problem solving and decision-making, providing support and challenge, as necessary. • Seeks to drive forward national and local strategies through team and self-motivation. • Promotes equality of opportunity for children and young people and KCC colleagues as related to national and local strategies and policies

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