Kent County Council
Job Description: *EHC Assessment Officer*

Directorate:	**Children, Young People & Education (CYPE)**
Unit/Section:	**Special Educational Needs and Disability (SEND)**
Grade:	**KSF**
Responsible to:	**EHC Assessment Team Manager**

Purpose of the Job:

To manage the Statutory Assessment (SA) process, and produce Education, Health, and Care (EHC) plans within statutory timescales.

You will be expected to work across all age ranges and phases of education.

Main duties and responsibilities:

- To work collaboratively and co-operatively with children, young people and their parents or carers during the Statutory Assessment (SA) process from assessment through to decision to issue, or decline to issue, an Education, Health, and Care (EHC) plan. The post holder must ensure that families are involved with the process and kept informed, and that the child or young person is central to any decision made about them.

- To conduct the SA process from initiation to issue of final plan within the statutory timescales. The post holder will need to write the EHC plan using the information gathered as part of the assessment and work collaboratively with wider professional agencies to ensure the outcomes specified in the EHC plan are identified and delivered. To support Placement Officers to ensure appropriate placements are named.

- To robustly maintain Local Authority databases (including Synergy) on a 'live' basis, ensuring all records are kept up-to-date and accurate, ensuring that any errors are corrected to ensure a high level of data quality.

- To contribute to the decision-making process for the direction of each of their given cases, based on evidence given; this will include putting forward a recommendation to decision making panels as to whether cases should or should not be assessed for and/or issued with an EHC Plan. The post holder will be accountable for the content and quality of a draft and final EHC plan, where a panel decides an EHC Plan is not to be issued alternative support is to be identified.

- Initiate, organise and represent KCC at meetings in relation to the SA process, with key stakeholders, both internal and external.

- To maintain positive and effective relationships with education settings, health and social care and ensuring that the service works effectively in partnership with all key

stakeholders, professionals, and other appropriate services linked to the child and family's needs.

- To know and be able to explain to others, specifically the families/carers of children and young people and schools, how to navigate the Local Offer website and locate relevant information.

- To handover EHC Plans to the relevant Casework team following the decision being made to issue. This means the EHC Assessment Officer will need to conduct a comprehensive handover to ensure that families, children, and young people have a seamless experience as they move through the service.

- To be able to travel across the county, when required, in a timely, flexible and efficient manner.

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 Assessment Officer*

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	• NVQ level 3 qualification within a relevant field such as SEN casework, Information Advice and Guidance, Early Years, counselling, youth work, health or social care as examples or equivalent experience. • Good basic education and competency in numeracy and literacy. • A Full UK Driving Licence – The Council is committed to making reasonable adjustments so whilst this job requires the jobholder to drive your application will still be considered if you are unable to drive due to a disability.
EXPERIENCE	• Practical experience in a relevant field to include working with parents and schools in challenging situations. • Experience of a customer or service-user facing environment. • Experience of managing conflicting priorities.
SKILLS AND ABILITIES	• Good negotiation skills and high level of interpersonal and communication skills at all levels. • Good organisational skills and ability to plan workload and prioritise effectively to meet specified timescales. • ICT literate with accurate record keeping skills. • Ability to work in a pressurised environment and ensure all actions are conducted in a professional manner and in accordance with national, local, or statutory guidance and timescales. • Effective written and verbal communication skills with wide range of audiences, in a clear and logical way, avoiding the use of jargon, while being diplomatic and sensitive to the needs of others. • Resilient. • Ability to establish effective working relationships and support young people and the parents and carers of children and young people undergoing SA process. • High level of Resilience. • Ability to read, analyse and synthesise professional reports.
KNOWLEDGE	• Good understanding of current SEN legislation and its application within the context of Kent. • Knowledge of Data Protection, GDPR and confidentiality issues.
KENT VALUES AND CULTURAL ATTRIBUTES	**Kent Values:** • 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 Our values enable us to build a culture that is: **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