

## Kent County Council

### Job Description: *EHC Senior Casework Officer*

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<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>KR9</b>
<b>Responsible to:</b>	<b>EHC Casework Team Manager</b>

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

The post holder is responsible for administering, within statutory timescales, all processes associated with the Annual Review and phase transfer for complex cases, this includes oversight and maintenance, amendments, and cessation of Education Health, and Care (EHC) Plans and securing the correct and suitable provision as outlined in the EHC Plan. The Post holder must work collaboratively and cooperatively with young people and families or carers of children and young people who have EHC plans.

The post holder will also be expected to provide support, advice and guidance when required for a group of EHC Casework Officers to ensure the Council is able to discharge its statutory duties in relation to the children, young people and their families/carers known to the service.

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

1. To be responsible for holding a smaller but more complex caseload conducting all statutory processes within timescales and in a professional manner ensuring close collaboration with young people and the parents and carers of children and young people. This will include Looked after Children (LAC), Not in Education, Employment or Training (NEET), Elective Home Education (EHE), at risk of placement breakdown and those known to move in and out of the county frequently. Cases that are highly complex are to be consulted on or escalated, when appropriate, to the EHC Casework Team Manager.
2. To oversee the Annual Review process for complex cases within the statutory timescales, and when required, issue of an amendment notice, final amended EHC Plan, or ceasing of a plan. This means the post holder will need to, working with colleagues, decide whether an EHC plan should be amended, maintained, or ceased whilst working collaboratively with wider professional agencies, young people and the parents and carers of children who have an EHC Plan to ensure that all required amendments are made and that the families are involved and kept informed about progress while ensuring all decisions made put the child or young person at the centre of them.
3. When an amended final EHC Plan is required, to ensure the document is of an expected high standard by working with the EHC Casework Team Manager to quality assure amended EHC Plans prior to them being shared with parents, carers, and young people.

4. To provide professional support and guidance to a number of named staff and to oversee workloads to ensure the council meets its statutory obligations in relation to those children, young people, and their families/carers within a defined area: this includes deputising for the EHC Casework Team Manager as required and providing cover for other EHC Senior Casework Officers within their defined area. This could include attendance at meetings or chairing of decision-making forums and with partner agencies, schools, colleges, and voluntary groups internally and externally.
5. To monitor and track Kent's looked after children with EHC Plans when placed out of county to ensure Annual Review paperwork is received and support planning for future education provision.
6. To monitor casework to ensure a two-way flow of information between SEN (Special Educational Needs) and Integrated Children's Services to ensure that information is up to date and accurate as part of ongoing joint working.
7. To adhere to all Kent policy, process and systems associated with Annual Review, phased transfer, and placement.
8. To inform relevant staff and Managers within SEND, including Engagement, Operations and Assurance, of any proposed changes to provision following an Annual Review and update the EHC Plan accordingly.
9. To provide detailed information to key decision-making panels and other appeals in relation to the child or young person's proposed placement, costs (including travel costs) and any other matters pertaining to placement and provision, as well as contribute to the LA's responses to tribunal appeals and complaints, including those from councillors, as well as parents/carers and schools.
10. To robustly maintain LA (Local Authority) databases including Synergy on a 'live' basis, ensuring all records are kept up to date and accurate.
11. To maintain positive and effective relationships with schools and health and ensuring that the service works effectively in partnership with all key stakeholders and professionals and other appropriate services linked to the children and family's needs.
12. 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 are to be issued with or have EHC Plans.
13. To work closely with Tribunal team to co-ordinate Tribunal evidence gathering and ensure all parties provide accurate and appropriate information within timescales, representing the local authority at tribunals and JDR's as appropriate

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 Senior Casework Officer*

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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>• Level 4 qualification or extensive experience within a relevant field.</li> <li>• Hold a professional qualification working with children or to be willing to work towards this qualification.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Practical experience in a relevant field to include working with parents and schools in challenging situations.</li> <li>• Experience of managing conflicting priorities.</li> <li>• Demonstrable experience of working in SEND.</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Able to communicate with a wide range of professionals and stakeholders, but young people and the parent or carers of young people and children who have EHC Plans.</li> <li>• Evidence of being able to work successfully under pressure and on own initiative with good time and resource management skills.</li> <li>• 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 intended audience within timescales.</li> <li>• Resilient.</li> <li>• Able to use all IT equipment and software to the level required of the role.</li> <li>• Ability to support children, young people, and families to implement the EHC Plan.</li> <li>• Ability to work with others to negotiate and agree actions.</li> <li>• Ability to work in partnership with other involved practitioners.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Professional knowledge combined with extensive work experience in the field of SEND.</li> <li>• Good understanding of current SEN legislation and its application within the context of Kent.</li> <li>• Knowledge of Data Protection, GDPR (General Data Protection Regulations) and confidentiality issues.</li> <li>• Understanding of the education system and educational placement types.</li> <li>• Knowledge of procurement requirements &amp; responsibilities.</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> </ul>

- 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

(If this document is being used for recruitment purposes, examples of Behaviours which support the Kent Values will need to be demonstrated within the context of this post)