

Kent County Council
Job Description: *EHC Placement Officer*

Directorate:	Children, Young People and Education
Unit/Section:	Special Educational Needs and Disability (SEND)
Grade:	KR7
Responsible to:	EHC Placement Team Manager

Purpose of the Job:

Take responsibility for the sourcing the provision of education placements for children and young people who are to be issued with or hold Education Health and Care (EHC) plans. Identify, consult, and liaise with providers to secure appropriate education provision.

To provide a comprehensive, co-ordinated, and efficient service to ensure the timely and appropriate education provision is available for children and young people within a defined area, thereby contributing to the effective and efficient running of the Special Educational Needs (SEN) team.

Main duties and responsibilities:

- To identify, consult, and secure placements for children and young people where there has been a decision to issue an EHC plan, or through the Annual Review process within a defined area.
- To identify, consult and secure placements for non-routine transfers or requests for change of placements within the area. To be responsible for planning and preparation of the child or young person's non-routine transition to the start or next phase of education.
- To monitor and co-ordinate children and young people awaiting specialist placements to ensure appropriate provision is identified within statutory timescales for newly issued EHC plan and those within the Annual Review process.
- To source tutor or mentoring services where necessary for children and young people who are out of education.
- To ensure all placements are appropriate, managed and secured with due regard to the most efficient use of local authority resources.
- Responsible for participating in the resolution of complex issues in relation to identifying specialist provision, managing liaison between key stakeholders to provide

the best and least disruptive service for children and young people. Escalating more complex cases when appropriate.

- To provide detailed information to key decision-making panels in relation to the 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.
- Apply in-depth knowledge and experience to support stakeholders in understanding the resource that is required, being able to identify how resources will meet identified needs and securing the provision. Provide a high standard service in the identification, recommendation and potential future procurement of external placement, via a senior manager.
- Ensure the acquisition of knowledge that relates to relevant legislation, statutory guidance, KCC and team policy and practice standards to ensure high standards of practice. Provide competent advice relating to the specialist nature of the work.
- To be the named contact for educational settings in relation to placements within a defined geographical area and be part of a team responsible for sourcing educational provision for children and young people who are to be issued with and/or hold an EHC plan and ensuring this meets their needs.
- 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.

Footnote: This job description is provided to assist the job holder to know what their 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 Placement 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	<ul style="list-style-type: none"> • Level 3 Diploma or equivalent. • Good basic education and competency in numeracy and literacy.
EXPERIENCE	<ul style="list-style-type: none"> • Experience of the public, private or voluntary sectors. • Experience of a customer or service-user facing environment.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Good negotiation skills and high level of interpersonal and communication skills at all levels. • Ability to plan and prioritise effectively. • 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 timescales. • Effective written and verbal communication skills with wide range of audiences including diplomacy and sensitivity to the needs of others without the use of jargon. • To effectively organise, plan, and deliver own tasks and workload to meet statutory timescales and outcomes in line with the service and corporate objectives. • High level of Resilience. • Ability to establish effective working relationships and support young people and the parents and carers of children and young people undergoing Statutory Assessment process or who have EHC plans.
KNOWLEDGE	<ul style="list-style-type: none"> • Good understanding of current SEN legislation and its application within the context of Kent. • Awareness of Data Protection, GDPR and confidentiality issues. • Awareness of and responsiveness to political issues. • Basic knowledge of financial regulations and contracting procedures. • An appreciation of the issues affecting the needs of children and families. • In-depth knowledge of the various types of education settings including designations.

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