

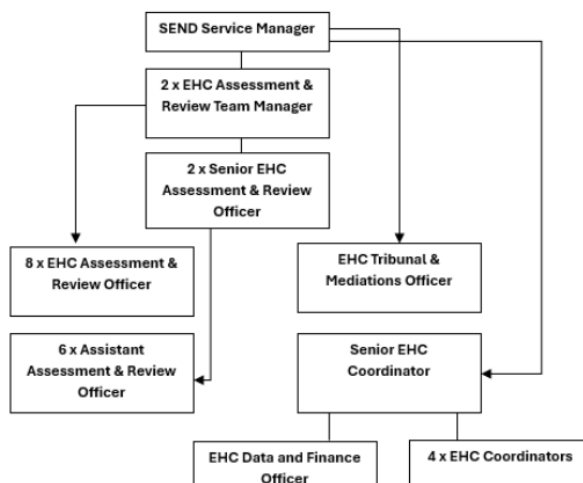
ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE:	CHILDREN'S SERVICE
SECTION:	EHC Assessment and Review Team
LOCATION:	Number One Riverside
JOB TITLE:	Assistant EHC Assessment and Review Officer
POST NUMBER:	
Grade:	6
Accountable to:	EHC Assessment and Review Team Manager
Accountable for:	n/a
Hours of Duty:	37 flexible working hours in accordance with the needs of the Service
Any Special Conditions of Service:	The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by R B C. This post is not Politically Restricted in accordance with the current regulations The post is subject to an enhanced Disclosure and Barring check.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

ORGANISATIONAL CHART



PURPOSE AND OBJECTIVES OF THE JOB

1. Have responsibility for ensuring that the statutory processes are compliant with SEN and Disability (SEND) legislation.
2. To oversee the education, health and care (EHC) needs assessment process for children and young people. This will include the co-ordination and drafting of EHC plans and any amendments to plans as directed by the manager or the Senior Assessment and Review Officer.
3. To ensure the progress of children and young people with EHC plans is monitored and reviewed via annual review processes.
4. To participate in regular casework meetings.
5. To work closely in partnership with other services and agencies which provide support for children and young people with SEN.
6. To recognise the importance of positive relationships with parents/carers of children and young people with SEN and work to promote and develop this.
7. To liaise with the Sen and Disability Information, Advice and Support Service (SENDIASS) to ensure they have the necessary information to support parents/carers of children with SEN.
8. To research and collate information or draft reports relating to children and young people with special educational needs as required by other Officers.
9. To lead on a nominated area of work this will include casework and providing advice and support to colleagues and other stakeholders.

Control of Resources

Personnel

To be responsible for the direction, support and motivation of self and any staff under postholder's control

Financial

To work in accordance with Financial Regulations and procedures of the Council.

Equipment/Materials

To be responsible for the safe use and maintenance of equipment and materials used by the post holder

Health/Safety/Welfare

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

Relationships (Internal and External)

Internal: Headteachers, SENCOs, school staff, Early Help and Schools staff, Targeted Services staff.

External: Parents and carers, Health Service staff, voluntary agencies, SEN and Disability Information, Advice and Support Service (SENDIASS), other LAs etc.

Responsibilities

The postholder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.

Values and Behaviours

Approach the job at all times using the values set out below:

- Proud of the difference we make
- Passionate about the diversities of the Borough
- Pioneering and Open in our Approach

Be aware of and apply the Rochdale behaviours at all times.

Principal Duties

1. To co-ordinate education, health and care needs assessments, annual reviews and make amendments to EHCPs as necessary
2. To undertake casework for children and young people with SEN
3. To lead on a nominated area of work e.g. commissioning of placements, moves into and out of area, home to school transport etc.

Secondary Duties

- 1 To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.
- 2 To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Job Description prepared by	_____	Date	_____
Agreed by Postholder	_____	Date	_____
Supervisor/Line Manager	_____	Date	_____
Assistant Director	_____	Date	_____