

Ambitious Stockport, creating opportunities *for everyone*



**Thinking
Stockport**



**Achieving as a
Team**



**Working with
Ambition**



**Showing everyone
Respect**

Job Profile and Working for Stockport

Our Council

Our employees are our **greatest asset**. We're proud of the way we provide vital frontline services every day and work together, as **one team**.

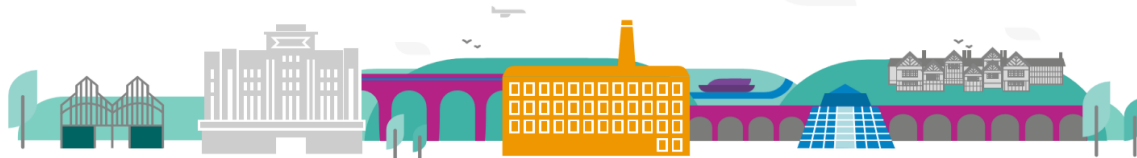
Our 4 **core values** as shown above, run through everything that we do, and we aim to stay **true** to them regardless of the challenges that we may face.

To **support** our values, we have policies, guidance and procedures around health, safety and welfare, customer care, emergency planning and security that all our **colleagues** are adhering and working to.

We also **pride** ourselves on our commitment to wellbeing and inclusivity of our colleagues and residents.

You can find out more about working for Stockport Council and some of the benefits that we offer our employees at <https://greater.jobs/locations/stockport/>





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About the Job

Main Purpose of the Job

Role:

Education Health and Care Plan Coordinator

Service Area:

EHCP Team

Directorate:

Children's Services - Education

Salary Grade:

SO1

You will manage an individual caseload involving complex children & young people with special educational needs and disabilities (SEND) aged 0-25 who are going through the EHCP process or have a plan in place.

You will build strong and trusted relationships whilst managing expectations of both families and professionals through open, honest, clear and timely communications.

You will take responsibility for documenting interactions during the process and contribute to ensuring statutory timescales are met by working collaboratively with key partners across education, health and social care.

You will formulate, draft and review high quality outcome focused EHC plans, by analysing and collating information from a range of professionals across education, health and care through the statutory needs assessment and review processes.

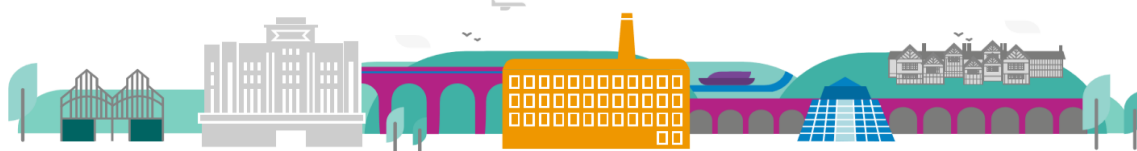
You will work with children and young people, those that know them best to understand their long term aspirations and to ensure that EHCP are ambitious for Stockport children focussing on their strengths and preparation for their adult life.

You will be knowledgeable, up to date and communicate educational options including types of placement, and services that support children, young people and families with SEND. You will be able to carry out the consultations with organisations for placements.

You will adopt a holistic approach by working collaboratively with parents/carers, children and young people and professionals to ensure the views and wishes of the child/young person and parents are integral to the assessment, planning and review process.

Key Responsibilities

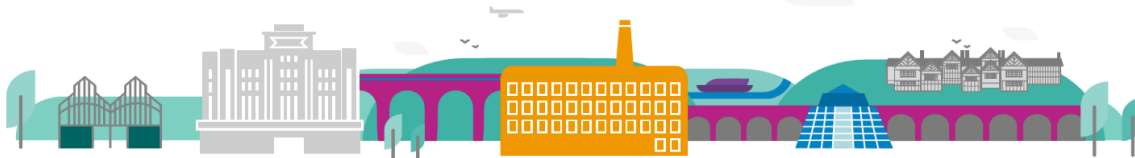
- To ensure that the Education Health and Care (EHC) assessment process is carried out efficiently, consistently, in line with statutory timescale and in line with Stockport's EHC assessment and review processes/guidance.
- To ensure that casework you undertake is legally compliant whilst remaining person-centred, pro-active and responsive to the needs of children and young people and



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paying due regard to the views of parents about the EHC process and available travel options.

- To document all decision making, communication and correspondence on the case management system for cases on your workload (Currently Liquid Logic).
- To work sensitively and collaboratively with parents/carers, children and young people by acting as the named officer for the Local Authority coordinating statutory EHC processes and to listen to their viewpoints.
- To maintain and further develop strong working relationships with services, agencies and providers to contribute to effective multi-agency working.
- To act as a point of contact for linked educational establishments maintaining open, honest and respectful communication.
- To use restorative approaches when dealing with challenging situations and when delivering difficult decisions/ recommendations.
- To ensure compliance with the Data Protection expectations, using consent led information-sharing to maximise multi-agency working.
- To understand and be confident that you carry out processes in accordance with the Children and Families Act 2014 and SEND Code of Practice 2014.
- Coordinate Alternative Provision (AP) placements where required, ensuring placements are lawful, suitable, and aligned with the child or young person's EHCP.
- Monitor AP arrangements to ensure they continue to be suitable and make progress towards the child or young person's outcomes.
- Prepare and gain agreement for Individual Placement Agreements (IPAs), ensuring funded provision aligns with assessed needs, expected outcomes, and statutory requirements.
- In line with the scheme of delegation, Work with senior management, finance, providers and commissioning colleagues to confirm resource allocations.
- To ensure all other professionals working with vulnerable groups are included in assessment and review processes and are briefed if placements are requested to change. This included children in our care and those with a social worker, those electively home educated, those educated other than at school and or sick children and those open to the youth offending service.
- To ensure all pupils and their families who are due to transition between a phase of education (Key Phase Transfer), are supported in line with statutory legislation and timeframe and Stockport processors. That they are consulted on their aspirations for the next phase of their education and longer-term outcomes.
- To ensure parents/carers, children and young people receive appropriate information and are aware of their rights under appropriate legislation so that they can make informed decisions
- To prepare information and present cases for/attend decision making panels as required and to then deliver outcomes following panel in the most appropriate format i.e. face to face meetings, telephone or written correspondence.
- To chair and organise as appropriate for cases on your workload conciliation meetings where parents are in disagreement with Stockport Local Authority to prevent appeals to First Tier Tribunals (SENDIST Appeals)



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- To work collaboratively with the Mediation and Tribunal manager and their officers to assist in preparing information for the First Tier Tribunals (SENDIST Appeals)
- To work alongside the Mediation and Tribunal manager and their officers to prepare and present cases at mediation
- To represent the Council at statutory review meetings and team around the child meetings to ensure that the agreed provision is in place and continues to be appropriate and make appropriate recommendations as required.
- To effectively and immediately manage any emergency situations which may occur at school placement.
- To effectively work with the Education Transport Team to ensure transport and travel arrangements are put in place as is appropriate fulfilling statutory duties and in line with SMBC application processes.
- To undertake any other duties as required by management commensurate with the post and grade
- To work positively and inclusively with colleagues and customers so that the Council provides a workplace to deliver a service that does not discriminate against people on the grounds of their age, disability, gender reassignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex, or sexual orientation.
- To fulfil personal requirements, where appropriate, with regards to Council policies and procedures, standards of attendance, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council's priorities.

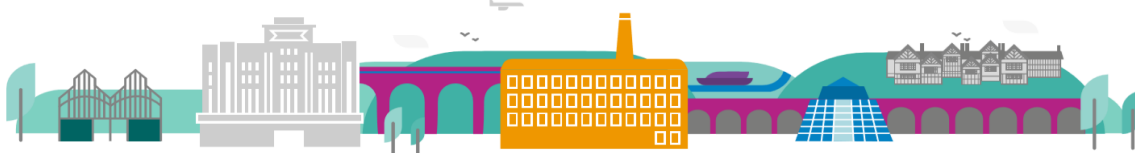
Additional Information

The responsibilities set out in this document, in the advert and any additional information are intended to provide a flavour of the work you will carry out. It is not possible to include everything you will be asked to undertake, and we expect all colleagues to work flexibly according to business needs and to enhance your own development. Your skills, abilities and training needs will be taken into account and discussed with you when any significant changes to your role are needed. In line with our flexible approach you may be required to work from home for a proportion of your time or from any of the Council's sites across the borough.

The Council is an inclusive employer and holds the Disability Confident and Armed Forces Covenant accreditations. If you have a disability, we will support you by implementing reasonable adjustments to enable you to perform your role.

About You

Please use your application to tell us how well you meet the criteria listed below as these are the key skills, experience, technical expertise and qualifications needed to be successful in the role. We will then use all the information you provide in your application to help us decide



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whether you are shortlisted for interview. Any interview questions or additional assessments such as tests or presentations may also be broadly based on these criteria:

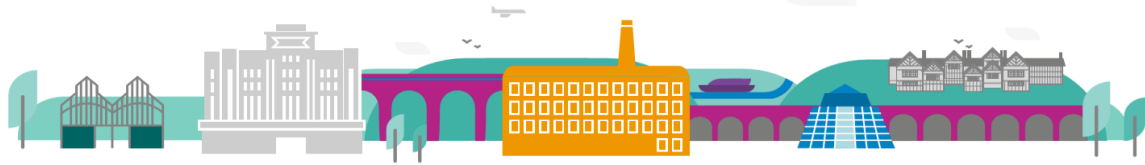
- Working to the Council's values and behaviours by:
 - Keeping the people of **Stockport** at the heart of what we do
 - Succeeding as a **team**, collaborating with colleagues and partners
 - Driving things forward with **ambition**, creativity and confidence
 - Showing value and **respect** to our colleagues, partners and customers.

Experience

- Experience of working with children and young people with SEN/disabilities, their parents and carers and professionals.
- Experience of writing clear, concise, accessible and comprehensive reports in plain English
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- Experience of advocating on behalf of others with empathy and understanding to achieve the best outcomes whilst balancing access to limited resources
- Extensive experience of multi-agency working.
- Working knowledge and understanding of child protection and safeguarding.
- The ability to work under pressure and to deadlines
- The ability to read, interpret and act on reports from other professionals.
- The ability to prioritise a demanding caseload and work on own initiative.

Skills and Knowledge

- High level of oral communication skills including the ability to communicate effectively in a variety of situations, face to face, by telephone or in a large group.
- Excellent written communication skills, including the ability to draft clear and concise documents.
- Attention to detail to ensure all aspects of plans and reports are accurate, in plain English and are comprehensive
- Ability to build and maintain strong positive professional relationships with families/family representatives and education, health and care colleagues at all levels
- Knowledge of relevant SEND legislation and Code of Practice, understanding of its application, its implications in practice and its impact on work
- Knowledge of school practices education, health and care, and how pupils with SEND are likely to make good progress
- Effective negotiation skills with the ability to manage oral and written negotiations sensitively, professionally and successfully.
- Ability to stay calm when managing disagreements with parents and professionals demonstrating effective skills in conflict resolution.
- Ability to demonstrate personal resilience in demanding situations and to deliver a positive service under pressure.
- Excellent IT skills, taking responsibility and accountability for ensuring comprehensive auditable case notes are recorded on the case management system.



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- Ability to chair multi-agency meetings.
- Ability to prioritise workload; utilise management information data;
- Awareness of quality assurance frameworks and ability to implement robust quality assurance of practice.

Education and Training

- Demonstrate a commitment to continuing professional development.
- Good standard of Education including numeracy and literacy skills