



## Your job

**Job Title: EHC Plan Writer**

**Service: Special Educational Needs & Disability Team (SEND)**

**Grade: 6**

**Reporting to: SEND Hub Manager**

You will have a designated caseload enabling the Local Authority (LA) and its partners to meet its statutory duties in relation to the assessment, placement and monitoring of pupils with SEN and disabilities, in line with SEN legislation. You will act as a key worker where appropriate, explaining processes to parents, settings and other colleagues.

You will respond to SEND related enquires from schools and the general public.

The role will ensure a firm understanding of what assets and resources are in the community and be able to convene the right support for young people and families. Working creatively and innovatively to develop new approaches to service delivery.

Using principles of a strengths based approach, the role will have different conversations in an innovative way to help children and young people make a difference to their own lives, help identify achievable and creative skills, focusing on strengths, hopes, and dreams, ensuring these are clearly demonstrated in Education, Health and Care/SEND Plans.

### **Mandatory Statement**

The Council is committed to complying with European General Data Protection regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection regulations.

Wigan Council is an active, strong, and committed corporate parent. As a priority, all employees have a responsibility towards the children we look

after and care leavers, not just those employed by the Children's Directorate.

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## **In this job you will:**

On an on-going basis you will:

- Support the Council's statutory responsibilities in respect of the identification, assessment and provision for children and young people with special educational needs and disabilities.
- Act as the first point of contact for children, young people, their families, schools/settings and other key stakeholders for EHC Needs Assessments by providing timely advice, guidance and support
- Deliver SEND & EHC casework and an efficient statutory assessment service for children and young people.
- Deliver a person-centred service, ensuring that children, young people and their parents / carers are fully involved in the EHCP/SEND process.
- Draw up and amend EHC and SEND plans and to chair EHC/SEND plan meetings.
- Maintain complete and accurate record systems to enable a full assessment of procedures and the production of performance monitoring statistics.
- Obtain information and undertake investigative work as requested.
- Ensure distribution of additional resources to schools within borough and extra district (maintained and independent), to ensure pupils needs are met.
- Signpost schools to sources of appropriate support in relation to funding.
- Deliver customer focused services to ensure a high level of customer satisfaction.
- Maintain effective working relation with key stakeholders and external partners which support the achievement of objectives and the promotion of the Council's interests.
- Contribute to the development of innovative approaches to service development, delivery and improvement.
- Support the development of effective quality assurance processes.
- Think creatively to develop innovative approaches to meet the needs of children with additional needs.
- Provide advice and guidance to SENCO's, Head teachers and other professionals within Education, Health and Social Care.

- Persuade and influence children, young people and their families around SEND.
- Persuade and influence SENCO's, Head teachers and other professionals within Education, Health and Social Care
- Actively challenge decisions and processes, to ensure that individuals receive the best possible outcomes and are treated fairly.
- Ensure systems are updated on a regular basis and information captured is accurate and inputted in a timely fashion.
- Have individual responsibility to make a positive improvement to the lives of children and young people with additional needs and their families.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules.

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### **In this job you will need:**

- Relevant qualification equivalent to NVQ or CQF level 4 or proven experience relevant to the job
- Knowledge of legislation relating to SEND i.e. Children & Families Act, SEND Code of Practice, Local Offer, Human Right Act, Disability & Equality Acts, Care Act, Mental Capacity Act.
- To have a working knowledge of processes and funding streams (including Elements 1 and 2 under the new school funding reforms)
- Proven experience of working with children and young people
- Practical experience and a good level of competency in working with a range of ICT systems and procedures
- Experience of working with a wide range of stakeholders.
- A good knowledge and understanding of SEN and Disability legislation, the role of SEN and Disability within the LA framework, including the changes and impact of the Children and Families Act 2014 (Section 3) and the revised SEND Code of Practice.
- Knowledge and understanding of person-centred practices, personalisation and personal budgets.
- Confidence to question traditional practice and achieve positive change in the face of strong opposition.
- Evidence of strong communication and facilitation skills, with an ability to work constructively with partners.
- Excellent verbal and written communication skills.
- Excellent negotiation and influencing skills.
- Understanding of school based systems to support children and young people with SENDS.
- Knowledge the EHC framework and assessment pathway.

- Knowledge of health and social care services that support children and young people with SEND.
- Ability to communicate effectively (verbally and in written form) with other staff, schools, external organisations or members of the public and present reports or statements of case confidently to Committees, Panels or other meetings.
- Ability to work accurately under pressure and deal with challenging situations.
- Ability to influence and negotiate with a range of partners and children, young people and their families to achieve positive outcomes
- Managing competing demands and problem solve

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## Our Culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **TeamWigan** behaviours.

<b>Be Positive</b>	“ Take pride in all that you do and support and develop yourself and others. ”
<b>Be Accountable</b>	“ Be responsible for making things better, enabling change and supporting improvement. ”
<b>Be Courageous</b>	“ Be open to doing things differently and working collaboratively with others. ”
<b>Be Kind</b>	“ Be helpful, generous and thoughtful towards yourself and others. ”