**Job Description**

# Section A: Job Profile

*The job profile outlines key information relating to the salary and working conditions e.g., location of a job, along with the current focus of the role and a brief description of the main duties.*

## Job Details

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| Job Title: | Assistant EHCP Casework Officer  |
| Salary: | £29,269 - £32,076 |
| Grade: | Green Book Grade 8 |
| Hours: | 37 per week. We are open to discussions about flexible working. |
| Team: | EHCP Casework Team |
| Service Area: | Children, Education Families CEF |
| Primary Location: | Various across CountyPlease note we are actively looking at our ways of working using everything we have learnt and heard from our people about the organisational and personal benefits of agile working.  What you can absolutely expect from working at Oxfordshire County Council (OCC) is that you will have the support to do your job and deliver great results, wherever you are based.  Each role at OCC is different and we know the needs of individuals are also varied, and so our approach to where and how often we would like to see you in person will be taken depending on the requirements of the role and in collaboration with you as part of the recruitment process |
| Budget responsibility: | N/A |
| Responsible to: | Senior EHCP Casework Officer  |
| Responsible for: | Supporting the EHCP Casework team to ensure statutory processes and assessments are completed within timescales set out in the Code of Practice. |
| Political Restricted Post: | No |

## Job Purpose

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| * To be responsible for aspects ofEHCP casework, for children and young people age 0 -25 working within the EHCP Casework Team across Oxfordshire
* To support EHCP Casework Officers and Senior Officers with tasks associated with EHCP casework with specialisation in either early years and Primary, Secondary and post 16 or Tribunals, resolutions and compliance
* This post holder is responsible for ensuring that all Safeguarding Policies are adhered to and concerns are raised in accordance with these policies
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## Job Responsibilities

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| * To support in managing and processing statutory casework so that it is completed within legal and internal timelines.
* Provide support to the Senior Officer/ EHCP Officer on casework issues involving written and oral communication with parents and a range of professionals
* Work effectively with settings, schools, other agencies, parents and young people to plan and ensure that the provision in an EHC plan is delivered effectively

 * Arrange, attend and minute meetings as required.
* Support the EHCP Officer to monitor and amend EHC Plans in the light of Annual Reviews or Tribunal processes.
* Promote the successful inclusion of children with EHCPs across the Local Area in schools/settings.
* Participate in the Local Authority’s systems for monitoring and quality assurance of plans and provision for children and young people with EHCPs.
* Maintain up to date knowledge relating to EHCP casework, including changes to national legislation and internal policies
* Maintain and update on a regular basis, the information held on the SEN service files and databases and to retrieve data, information and files as required
* Ensure that all Safeguarding Policies are adhered to, and concerns are raised in accordance with these policies
* Undertake such other duties as may be required from time to time by the Senior Officer and Lead officers for the team.
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# Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe ‘the way we do things here’ so that we deliver great services for our residents. Our values are:

* Always learning
* Be kind and care
* Equality and integrity in all we do
* Taking responsibility
* Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

# Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

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| Essential Criteria | Assessed By: |
| Knowledge and experience of the SEND Code of Practice Children and Families Act 2014 and other relevant Legislation  | I |
| Experience of working with Children & Young people with SEND, their families and professionals | A/I |
| Knowledge and experience of using the Data management systems and proficiency in the use of appropriate Microsoft applications | A/I |
| Excellent verbal and written communication skills | A/I |
| Proven ability to work effectively under pressure and to deadlines | A/I |
| Commitment to providing good customer service with a drive for continuous improvement | A/I |
| Ability to deal with work of a confidential nature | A/I |
| Ability to work alone, as well as working co-operatively as a team member | A/I |
| The ability to travel independently to a variety of premises, sometimes at short notice | I |
| A methodical and organised approach to tasks, with an eye for detail | A/I/T |
| Desirable Criteria | Assessed By: |
| Higher education (degree or equivalent) | A/D |
| Experience of working in a SEND casework environment  | A/I |
| Experience of working in an educational setting | A/I |
| Knowledge and experience of using Liquid Logic Business information systems. | A/I |

# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role are identified below (those ticked).

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| [x]  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List | [ ]  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
| [ ]  | Enhanced Disclosure and Barring Service check with Children’s Barred List | [ ]  | Enhanced Disclosure and Barring Service check with Adults Barred List |
| [ ]  | Standard Disclosure and Barring Service check | [ ]  | Basic Disclosure |
| [ ]  | Disqualification for Caring for Children (Education) | [ ]  | Overseas Criminal Record Checks |
| [ ]  | Prohibition from Teaching | [ ]  | Professional Registration |
| [ ]  | Non police personnel vetting | [ ]  | Disqualification from Caring |

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| [ ]  | Other (please specify):       |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

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| [ ]  | Provision of personal care on a regular basis | [ ]  | Driving HGV or LGV for work |
| [ ]  | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | [x]  | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
| [ ]  | Working at height/ using ladders on a regular/ repetitive basis | [ ]  | Restricted postural change – prolonged sitting |
| [ ]  | Lone working on a regular basis | [ ]  | Restricted postural change – prolonged standing |
| [ ]  | Night work | [ ]  | Regular/repetitive bending/ squatting/ kneeling/crouching |
| [ ]  | Rotating shift work | [ ]  | Manual cleaning/ domestic duties |
| [ ]  | Working on/ or near a road | [ ]  | Regular work outdoors |
| [x]  | Significant use of computers (display screen equipment) | [ ]  | Work with vulnerable children or vulnerable adults |
| [ ]  | Undertaking repetitive tasks | [ ]  | Working with challenging behaviours |
| [ ]  | Continual telephone use (call centres) | [ ]  | Regular work with skin irritants/ allergens |
| [ ]  | Work requiring hearing protection (exposure to noise above action levels) | [ ]  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
| [ ]  | Work requiring respirators or masks | [ ]  | Work with vibrating tools/ machinery |
| [ ]  | Work involving food handling | [ ]  | Work with waste, refuse |
| [ ]  | Potential exposure to blood or bodily fluids | [x]  | Face-to-face contact with members of the public |

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| [ ]  | Other (please specify):  |

May 2023