**Job Description**

This form is used to provide a complete description of the specific job and defines the required skills, knowledge, behaviours, qualifications and experience.

# Section A: Job Profile

The job profile provides 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:  | EHCP Assessment Officer  |
| Salary:  | £37,035 - £39,513 per annum  |
| Grade:  | 10  |
| Hours:  | 37  |
| Team:  | Special Educational Needs and Disability (SEND) Team  |
| Service Area:  | Children’s Services - Children, Education and Families (CEF)  |
| Primary Location:  | Based in one of the area offices across Oxfordshire (Abingdon, Oxford or Banbury)  *Please 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:  | No  |
| Responsible to:  | Senior Officer  |
| Responsible for:  | n/a  |

## Job Purpose

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| •   | To manage the EHC Needs Assessment (EHCNA) process, and produce Education, Health, and Care plans within statutory timescales, working across all age ranges and phases of education.  |
| •  | To develop and secure the highest standards of achievement and inclusion for children and young people with SEN within the policy and budget framework of the Council.  |

## Job Responsibilities

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| •  | To work collaboratively and co-operatively with children, young people and their parents or carers during the EHC Needs Assessment (EHCNA) process from assessment through to decision to issue, or decline to issue, an Education, Health, and Care (EHC) plan. The post holder must  |



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|  | ensure that families are involved with the process and kept informed, and that the child or young person is central to any decision made about them.   |
| •  | To conduct the EHCNA process from initiation to issue of final plan within the statutory timescales. The post holder will need to write the EHC plan using the information gathered as part of the assessment and work collaboratively with wider professional agencies to ensure the outcomes specified in the EHC plan are identified and delivered.  |
| •  |  To robustly maintain Local Authority databases, ensuring all records are kept up-to-date and accurate, to ensure a high level of data quality.  |
| •  |  To contribute to the decision-making process for each of their given cases, based on evidence given; this will include preparing and presenting information to decision making panels.  |
| •  |  To be accountable for the content and quality of the Post Assessment Summary, Draft and Final EHC plan.  |
| •  |  To initiate, organise and represent the Local Authority at meetings in relation to the EHCNA process, including coproduction meetings.  |
| •  |  To maintain positive and effective relationships with education settings, health and social care and ensuring that the service works effectively in partnership with all key stakeholders, professionals, and other appropriate services linked to the child and family’s needs.  |
| •  |  To know and be able to explain to others, specifically the families/carers of children and young people and schools, how to navigate the Local Offer website and locate relevant information.  |
| •  |  To ensure a comprehensive handover between the EHC Assessment Officer and EHC Casework Officer or Tribunal Officer to ensure that families, children, and young people have a seamless experience as they move through the service.  |
| •  |  To be able to travel across the county, when required, in a timely, flexible and efficient manner.   |
| •  | To participate in the Local Authority’s processes for monitoring and quality assurance.   |
| •  | To maintain an up-to-date knowledge relating to Special Educational Needs (SEN) casework, including changes to national legislation and departmental policies.   |
| •  | To undertake such other duties as may be required from time to time by the Senior Officer and other senior managers.  |

# Section B: Selection Criteria

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have in order to perform the job. The selection criteria provide a list of essential (no more than 8-10) and desirable criteria (no more than 4). The criteria are aligned to our [corporate values.](https://www.oxfordshire.gov.uk/council/about-your-council/working-oxfordshire-county-council/county-council-values)



Each of the criteria listed below will be measured through; the application form (A), 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. You will be expected to address each point separately and in the order listed. If you do not complete a full supporting statement in the requested format your application may be rejected.

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| --- | --- |
| **Essential Criteria**  | **Assessed By:**  |
| **Qualifications**  • Good education qualifications with proven competence in literacy.  | A/T  |
| **Experience** * Practical experience in a relevant field to include working with parents and schools in challenging situations.
* Experience of a customer or service-user facing environment.
* Experience of managing conflicting priorities.
 | A/I  |
| **Skills** * Good negotiation skills and high level of interpersonal and communication skills at all levels.
* Good organisational skills and ability to plan workload and prioritise effectively to meet specified timescales.
* 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 guidance and timescales.
* Effective written and verbal communication skills with wide range of audiences, in a clear and logical way, avoiding the use of jargon, while being diplomatic and sensitive to the needs of others.
* Ability to establish effective working relationships and support young people and the parents and carers of children and young people undergoing Statutory Assessment process.
* Ability to read, analyse and synthesise professional reports.
* Ability to work under your own initiative.
* High level of resilience.
 | A/I/T  |
| **Knowledge** * Experience or knowledge of how a school and/or Local Authority (LA) SEN Casework team works.
* Knowledge and experience of the SEND Code of Practice and relevant Legislation.
* Knowledge of Data Protection, General Data Protection Regulation (GDPR) and confidentiality issues.
 | A/I  |
| **Desirable Criteria**  | **Assessed By:**  |
| Educated to degree level or above.  | A  |
| Experience in writing EHC plans or contributing to EHC plan process.  | A/I  |



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| Understanding and knowledge of SEN provision in schools.  | 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 include:

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| --- | --- | --- | --- |
|   | 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  |
| ☐  | 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  |   | 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  |



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|   | 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  |
|   | 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  |   | Face-to-face contact with members of the public  |
| ☐  | Other (please specify):  |   |   |

### Agile Working

All staff may be required to work from a different base or in a different location at some point in the future in line with any Council or school needs. Such changes will be made after proper consultation and shall be deemed to be reasonable after taking into account any personal requirements.

