

# 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

Job Title:	EHCP Casework Officer
Salary:	£44,711 - £47,754 per annum
Grade:	12
Hours:	37
Team:	SEND Team
Service Area:	Children's Services - CEF
Primary Location:	County Hall Oxford
Budget responsibility:	No
Responsible to:	Senior Officer
Responsible for:	n/a

### Job Purpose

- To be responsible for all aspects EHCP casework, including Annual Reviews, Complex Casework and Phase Transfer processes for children and young people with Education Health and Care Plans (EHC Plans), working with the EHCP Casework Team across Oxfordshire and those children placed out of county.
- To be the first point of contact for children/young people with EHC Plans and their families.
- 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.
- To assist in the development of policy, procedures and provision for children with SEN.

### Job Responsibilities

- To administer all routine and ongoing monitoring and statutory processes for children and young people with EHC Plans within statutory timescales. This will include Annual Review, Phase Transfer, moving in and out of County, and routine enquiries from the young people, and the parents and carers of young people and children, schools and wider professionals or stakeholders.



- To adhere to all Local Authority policies, processes and systems associated with Annual Review, complex casework, Phase Transfer, moving in and out of County, Tribunals and Mediation and routine enquiries.
- To be responsible and accountable for managing a specific caseload.
- To be the named contact for families/carers and young people and their educational setting within a defined geographical area once an EHC Plan has been finalised and be part of a team responsible for the ongoing monitoring and support to families and young people to ensure that the provision identified in the EHC Plan is provided.
- To monitor and arrange the provision as specified in the EHC Plan to meet the child or young person/s needs, ensuring the successful inclusion of children and young people with SEND.
- The postholder will be required to prepare and/or contribute papers/research information for a variety of purposes, such as Local Authority decision-making panels, Mediation, Tribunals, Annual Review, phase transfer, complaints in relation to children and young people who have an EHC Plan and execute any required actions such as chasing of documentation or updating stakeholders.
- To monitor the progress of children and young people with EHC plans through robust scrutiny of the Annual Review paperwork; identifying plans that need to be amended, ceased, and any actions or changes in provision or placement.
- To ensure that all reviews of EHC Plans are conducted by schools annually and that the procedures adopted by schools are in line with policy on SEN and meet statutory timeframes.
- To lead and manage the Annual Review process for children and young people who are Electively Home Educated (EHE) or on Education Other Than At School (EOTAS) packages within statutory timeframes.
- To lead in managing the Phase Transfer process within statutory timeframes.
- To lead in managing the mover-in and out process within statutory timeframes.
- To lead in managing any additional Complex Casework in a timely manner, including linking with the finance and commissioning teams.
- To monitor own caseload using data and reports produced to assist and be proactive, taking advice as required.
- To ensure funding forms are completed and processed in a timely manner following Local Authority decisions-making processes.
- 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 Draft, Final and amended EHC plans.



- To initiate, organise and represent the Local Authority at meetings in relation to Statutory processes and complex casework, including but not limited to coproduction meetings, annual review meetings, statutory Social Care meetings, Way forward meetings, mediation meetings, panel meetings and meetings with key stakeholders, both internal and external.
- 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 EHCP Assessment Officer, EHCP Casework Officer and Tribunal Officer to ensure that families, children, and young people have a seamless experience as they move through the service.
- To participate in the Local Authority's processes for monitoring and quality assurance.
- To contribute to the development of policy, procedures and provision for children with SEND.
- To maintain an up-to-date knowledge relating to EHCP Casework, including changes to national legislation and departmental policies.
- To undertake such other duties as may be required from time to time by the Lead Officer and senior managers.
- To prepare and present some appeal cases on behalf of the Local Authority in Tribunal.
- To be able to travel across the county, when required, in a timely, flexible and efficient manner.
- 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](#).

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.

<b>Qualifications</b> <ul style="list-style-type: none"> <li>Educated to Degree level or above or substantial relevant experience</li> </ul>	A
<b>Experience</b> <ul style="list-style-type: none"> <li>Practical experience in a relevant field to include working with parents and schools in challenging situations.</li> <li>Experience of a customer or service-user facing environment.</li> <li>Experience of managing conflicting priorities.</li> </ul>	A/I
<b>Skills</b> <ul style="list-style-type: none"> <li>Good negotiation skills and high level of interpersonal and communication skills at all levels.</li> <li>Proven ability to work in a pressurised environment and ensure all actions are conducted in a professional manner and within national, local, or statutory timescales.</li> <li>Proven ability to work on own initiative and organise workload to achieve deadlines; good time management and problem solving.</li> <li>Ability to read, analyse, synthesise and interpret information from a wide range of sources including professional reports and to convey information in a range of appropriate formats fit for intended audience.</li> <li>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.</li> <li>Able to use all IT equipment and a wider range of software to the level required of the role to include accurate record keeping using Business Information System</li> <li>Ability to establish effective working relationships and support young people and the parents and carers of children and young people through all aspects of the statutory processes in relation to SEND.</li> <li>Ability to support children, young people, and families to implement the EHC Plan.</li> <li>High level of resilience.</li> </ul>	A/I/T
<b>Knowledge</b> <ul style="list-style-type: none"> <li>Experience or knowledge of how a school and/or LA SEN Casework team works.</li> </ul>	A/I

<ul style="list-style-type: none"> <li>• Good, understanding and experience of the Children and Families Act 2014 and associated Regulations, the SEND Code of Practice and other relevant Legislation.</li> <li>• Knowledge of Data Protection, GDPR and confidentiality issues.</li> </ul>	
<b>Desirable Criteria</b>	<b>Assessed By:</b>
Professional qualifications within a relevant and appropriate field	A
Knowledge and understanding of SEND processes and case management, to ensure that the timelines set out in the Code of practice are adhered to at all times including experience of writing and amending EHC plans or contributing to EHC planning process.	A/I
Understanding and knowledge of SEN provision in schools.	A/I
Experience of working in an educational setting and/or a LA SEN Team	A/I
Knowledge and experience of the SENDIST Tribunal process	A/I
Understanding of how funding to schools operates and a knowledge of SEND 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](#)

Additional pre employment checks specific to this role include:

<input checked="" type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's and Adults Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check
<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Adults Barred List
<input type="checkbox"/>	Standard Disclosure and Barring Service check	<input type="checkbox"/>	Basic Disclosure
<input type="checkbox"/>	Disqualification for Caring for Children (Education)	<input type="checkbox"/>	Overseas Criminal Record Checks
<input type="checkbox"/>	Prohibition from Teaching	<input type="checkbox"/>	Professional Registration
<input type="checkbox"/>	Non police personnel vetting	<input type="checkbox"/>	Disqualification from Caring
<input type="checkbox"/>	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).

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

