**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: | Early Years & PrimaryCase Co-Ordinator |
| Salary: | £33,366- £36,124 per annum |
| Grade: | 9 |
| Hours: | 37 hours per week - we are open to discussions about flexible working |
| Team: | EHCPCasework Team |
| Service Area: | Children’s Services, CEF |
| Primary Location: | One of our offices in 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: | Early Years & PrimaryLead Officer |
| Responsible for: | The role may involve line management responsibilities |

**Job Purpose**

* Implement processes and monitor progress to ensure statutory deadlines are met and to support the smooth running of the Education Health and Care Plan (EHCP) Casework Team. This will include the monitoring of EHC Needs Assessments, Annual Reviews, and the Phase Transfer process.
* Link with all schools and be the point of contact for parents, settings, and further education providers to ensure student placement data is accurate and that the data management system is up to date.
* Provide advice to Schools, further education providers, health and social care colleagues around Special Educational Needs and Disabilities (SEND) processes.
* Contribute to the accurate recording of financial information to ensure that this is obtained for effective budget monitoring and statutory returns.

## Job Responsibilities

### Statutory Processes:

* Monitor the statutory assessment/reassessment of pupils with SEND ensuring that the process is carried out in line with the timelines set out in the Code of Practice.
* To support EHCP Officers and Assistant EHCP Officers to ensure that the statutory EHC processes are completed within legal timescales.
* To monitor EHCP Officersworkloads and ensure that cases are distributed as required.
* To liaise with professionals to set up Way Forward, Annual Review, Professional meetings as required. To attend these meetings to support officers or Lead Officer, as required.
* To Monitor, track and disseminate data in relation to Incomplete Assessments, Annual Reviews and Phase Transfers. To ensure that this data is accurately recorded and presented to the Lead Officer for monitoring.
* To Monitor Children and Young People with EHC Plans who have moved into/out of Oxfordshire.
* To Work with the SEN Business Support Team in making sure data is kept up to date and accurate.
* To Support with the EHC quality assurance process by providing quarterly reports to stakeholders for auditing purposes.

### Communication:

* To act as a point of contact for professionals, schools, and parents (where appropriate). To handle a range of enquiries in relation to the EHC Assessment or Transition process for children and young people.
* To provide telephone advice and support in response to a variety of enquiries from schools, professionals, both in and out of county on matters of individual case progress, legislation, and general information on the SEND processes. To have a good understanding of the SEND Legislation and be able to give a clear and calm explanation to professionals and parents on individual cases.
* To liaise with colleagues across the Local Authority, i.e., Children with Disabilities team, Children’s, and Adult Social Care teams (both in and out of County) Health Professionals, and other professionals as required.
* Promote the Inclusion of children with SEND across schools and Early years settings.

### Data Recording:

* To take responsibility for ensuring that all electronic databases, personal records are updated to reflect the placement and costs for all children and young people with EHC Plans.
* To provide monthly progress reports to line management and support with other requests such as quarterly DfE submissions as required.
* To ensure that individual young people’s records are closed as they leave Education and their EHC plan is ceased.
* To work with the SEND Business and Finance officer to ensure that funding forms are completed in a timely manner so that accurate placement costs are added to budget forecasts.

#  Our Values

**Line Management:**

* To provide Line Management if necessary to support in line with Oxfordshire’s policies and procedures.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time/ Post Holders may be expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and grade established on this basis.

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

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.

|  |  |
| --- | --- |
| **Essential Criteria** | **Assessed By:** |
| Good Knowledge of the SEND Code of Practice and the Children and Families Act 2014 | A/I/T |
| Experience of using a business information management system and regular use of Microsoft Office applications | A/I |
| Experience or knowledge of how a school and/or Local Authority (LA) SENCasework team works | A/I |
| Ability to work using your own Initiative and to work as part of a team | A/I |
| Proven ability to work effectively under pressure | A/I |
| Commitment to and understanding of the principles of Equal Opportunities for all, in employment and delivery of services | A/I |
| Ability to understand, interpret and analyse data  | A/I |
| Knowledge of Data Protection, General Data Protection Regulation (GDPR) and confidentiality issues. | A/I |
| **Desirable Criteria** | **Assessed By:** |
| Previous Line Management experience | A/I |
| Ability to manage difficult and sensitive issues/interpersonal skills | A/I |
| Experience of using Liquid Logic database | 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 are role are identified below (those ticked).



|  |  |  |  |
| --- | --- | --- | --- |
|  | 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](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) [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).

|  |  |  |  |
| --- | --- | --- | --- |
| ☐ | 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 | X | Restricted postural change – prolonged sitting |
| X | 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) | X | Work with vulnerable children or vulnerable adults |



|  |  |  |  |
| --- | --- | --- | --- |
| ☐ | Undertaking repetitive tasks | X | 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 |
| ☐ | 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.