

Role profile

EHC Quality Practice Lead - (Senior Teacher)

Our values:

We are dedicated, respectful, collaborative. We are Milton Keynes City Council.

Service	SEND
Reports to	Assessment/EHCP Strategic Lead
Job family	Professional and Technical
Grade	Leadership L5-L8
Political restricted?	N
DBS required?	Y – Enhanced plus barred list Child and Adult
Date	June 2025

Key deliverables

1	In line with the SEND Partnership through effective partnership working with the Assessment/EHCP Strategic Lead and the Partnership Manager ensure EHCP's are of high quality and value and reflect the child/young persons needs in line with our SEND Strategy priorities.
2	Deliver high quality training to education staff within schools, settings and post 16 providers to ensure they are effectively trained to write and review high quality EHCP's through a specific training model and one to one coaching as and when required.
3	Ensure all staff within the service are effectively trained to write and review high quality EHCP's through a specific training model and one to one coaching as and when required.
4	Provide supervision to the EHC Quality Practice Practitioner ensuring they support in the implementation of the training and moderation of EHCPs.
5	Support team members where additional CPD is required to raise their practise to good or better.
6	Report on collected, and analysed data to drive improvement through monthly KPIs and a highlight reports. Lead, participate and contribute to the ongoing improvement of the SEND Local Area by working as part of the SEND Partnership in line with our SEND Strategy.
7	Be an active part of auditing EHCP's in partnership and team audit sessions, ensuring good practise and areas for development are built into action planning.
8	Take the lead of complaints and informal mediation and dispute resolution in relation placement (Section I) and contents of plan (Section F) for children and young people with Education, Health and Care Plans and where necessary act as for the LA as an expert witness in SEND tribunals.
9	Liaise with wider teams and services across children's and adults to ensure all staff are working in partnership to improve EHCP quality.
10	Deputise for the Assessment/EHCP Strategic Lead as required.
11	Maintain and disseminate up to date knowledge of current and new legislation and national and local policy to ensure that the team's work is being carried out within this guidance.
12	Working within a regulated activity regularly teaching children and young people unsupervised.

Within reason these key deliverables may evolve to meet service need and it is expected that you will be flexible and adaptable in your delivery to meet both service and city council wide needs

Essential requirements Key skills, expertise, and qualifications

1.	Relevant teaching/ post graduate degree or equivalent level qualification with at least 3 years of Senior Leadership experience within an educational environment/Local Government.
2.	Have a robust understanding of current Special Education Needs principles and procedures and current legislation related to SEN and Disability Discrimination Act.
3.	Leadership qualification and /or experience of middle / senior school Leadership with the ability to anticipate lead and manage change.
4.	Highly developed organisational skills, ability to plan ahead, prioritise own workload and manage the service's workload.
5.	Experienced in a wide range of teaching styles and approach and ability to observe and evaluate teaching practice and make recommendations on an individual and whole team / provision basis.
6.	Able to Inspire, challenge, motivate and empower others to reach challenging outcomes.
7.	Able to deliver changes in practice, team structures and joint working in line with local and national requirements. Highly creative in finding new solutions, identifying and establishing best practice in own and partner organizations.
8.	Effective written and verbal communication skills, ensuring staff are empowered to write and produce EHCPs that are of a high quality and have the ability to challenge professionals who may be anxious or unhappy with the decisions made around the contents and/or quality of the EHCP.
9.	Ability to thinks and acts strategically in the short, medium and long term within own area of influence and in support of others. Be resilient in the changing landscape of SEND showing ability to be flexible and work to the needs of the ever-changing business.
10.	An ability to respond flexibly, working within a range of environments and situations to meet the needs of Children and Young People with SEND including working outside normal working hours should the business needs require (including 4 weeks holiday management cover) with the ability to demonstrate an understanding of and commitment to safeguarding principles.
11.	Excellent ICT skills including the use of word, power point, excel, AI tools and Capita ONE

Job family

Professional and Technical

Colleague expectations

- Be professional at all times
- Work together for the good of the team, city council and local people
- Promote a supportive culture
- Challenge assumptions
- Take ownership
- Be willing to change and do things differently
- Always work in a safe manner

Manager expectations

- Be a role model by displaying positive behaviours at all times
- Make well-considered decisions
- Support, coach and communicate with my team
- Be accountable for my team's performance

Professional and Technical job holders rely upon their deep knowledge of the specialism or discipline in which they work to carry out vital tasks and provide authoritative advice to others. Often developing within recognised career paths, their evolving expertise sees them bear increasing responsibility for managing city council assets, the development of policies and procedures and the strategic direction of the functions they support.

Role characteristics

At this level job holders usually report to a Head of Service and are responsible for the development and implementation of strategy relating to a whole function within that service. Posts carry significant responsibilities for finance and a range of other non-financial assets and job holders will make autonomous decisions and lead the management of change throughout their functional area.

The knowledge and skills required

The advanced theoretical knowledge required to make appropriate judgements and decisions at this level is augmented by ongoing professional development and awareness of external legislative and societal change. Also, by a deeper understanding of the city council operational structures which both support and depend upon the job holder's actions and advice. Roles will be professional experts, providing guidance to those in earlier career stages.

Thinking, planning and communication

Job holders will use their professional expertise to deal with complex, pressing issues on a day to day basis, but will also look well ahead and take a more strategic view of their project and service

delivery objectives, shaping their teams' composition, approach and operating procedures in accordance with wider service goals mandated by service management.

The information exchanged at this level will be routinely complex and even contentious in nature. Job holders will, however, have additional demands placed upon them by the need to persuade others to adopt courses of action they may not otherwise wish to take, based on evidence-based and reasoned argument. This will occur in written interactions but can also be the case in face-to-face verbal exchanges where job holders will advocate a position in response to opposing opinion in a formal or informal setting.

Decision making and innovation

Job holders will have the freedom to interpret policy and broad operating guidelines in order to shape their teams' detailed approach to meeting their corporate objectives and targets. They will deal with escalated, multi-faceted problems independently and will tend to only consult their manager on fundamental policy or resource issues.

Areas of responsibility

With a diverse range of jobs being represented at this level, the precise blend of responsibilities for which the job holder is accountable will depend upon the service in which they operate.

External facing roles will focus on the needs of people, whether external service users or partners and will be responsible for high impact decision making and the implementation of appropriate programmes on behalf of individuals or groups of people or enforcement of regulations which have direct and significant consequences upon those served. Such roles are likely to have at least one other elevated level of responsibility for such elements as finance, information assets, equipment or premises.

Internal facing roles are likely to have this pattern reversed, with the weightiest responsibility for highly valuable or significant financial and non-financial assets, but somewhat less accountability for the assessment of needs of individuals and groups.

Jobs will generally have formal line management responsibility and will not only allocate and check work, but also be directly involved in assessment, recruitment, and other human resource related procedures. Posts that do not have this level of managerial responsibility are likely to have compensatory levels of accountability in relation to the users of Council services, finance or other major asset(s).

Impacts and demands

Tasks and duties will be generally carried out in a sedentary position but there will always be a requirement for standing and walking from time to time, and the occasional need to lift or carry items.

The combination of both tactical and strategic matters that job holders deal with means that roles are inherently complex, demanding of lengthy periods of concentrated mental attention while also managing high levels of work-related pressure from deadlines, interruptions or conflicting demands.

Duties of jobs at this level will not require job holders to develop and maintain working relationships with people who, through their circumstances or behaviour, place particular emotional demands on the job holder.

Job holders find themselves exposed to some disagreeable, unpleasant or hazardous working conditions. Particularly when the needs of their specialism require them to work on external sites exposed to the weather, in or around refuse and waste plant, close to particularly noisy machinery and in similar environments.

Other jobs, such as enforcement roles, may also see job holders exposed to verbal abuse and threatening environments. In all cases, job holders will minimise risk and conform to health and safety regulations to mitigate any negative effects of such exposure.