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EHC Review and Placement Officer

JE Code: JE2166

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| **We are dedicated, respectful, and collaborative. We are Milton Keynes Council** |
| **Service:** | EHC Review and Placement Team |
| **Reports to:** | Senior Review and Placement Officer |
| **Job Family:** | Professional & Technical |
| **Grade:** | F |
| **Political restricted:****Date:****JE Code:** | NJanuary 2021JE2166 |

**Key Deliverables**

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| **1.** | Manage the review process for all pupils within the post holders caseload to ensure all reviews are carried out in a timely and accurate manner and meet the national and local performance indicators  |
| **2.** | Manage the placement processes for all children and their young people on their caseload ensuring the smooth administration of phased transfer and in year change of placements |
| **3.** | Amend EHC plans within the framework of the SEN Code of Practice to ensure all stakeholders are aware of Children and Young People’s Special Educational Needs |
| **4.** | Ensure the Capita ONE system is kept up to date and accurate, including Record and process all aspects of finance related to EHC funding on Milton Keynes Council finance systems |
| **5.** | Attend as required, review meetings to ensure all parties are adhering to statutory regulations and meeting Local Authority Guidelines and ensure the child or young person’s needs are still being met and the provision remains appropriate |
| **6.** | Effectively communicate, verbally and in written form, SEND legislation and local processes to all stakeholders, present clear information and advice to encourage parents/careers, children, young people and schools to positively engage with the outcomes and coproduction of EHC plans |
| **7.** | Give information and advice on both statutory processes and requests for involvement with SEND services |
| **8.** | Maintain 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 |

*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 council wide needs*

**Essential Requirements (key skills, expertise & qualifications)**

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| **1.** | Educated to NVQ Level 3 in Business Administration or in a relevant professional field |
| **2.** | Experience of working in an educational environment local government or other relevant field  |
| **3.** | Excellent ICT skills including the use of word, power point, excel and Capita ONE and the ability to use these systems whilst in planning meetings with others |
| **4.** | Highly developed organisational skills, ability to plan ahead, prioritise workload and pay attention to detail |
| **5.** | Effective written and verbal communication skills, ability to deal with families and professionals who may be anxious or unhappy with the decisions made |
| **6.** | Understanding of current Special Educational Needs principles and procedures and current legislation related to SEN and Disability Discrimination Act  |
| **7.** | Can work effectively as both part of a team whilst being able to work on own initiative and take responsibility for own workload |

Job Family

Professional & Technical

Grade F



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| **Colleagues Expectations*** Be professional at all times
* Work together for the good of the team, 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
 | **Managers 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
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**Job Family- Professional & Technical**

**Role Characteristics**

At this level with dedicated specialist qualifications or an equivalent level of direct experience in their particular field, job holders deal autonomously with complex issues, analysing and forming judgements about not only their own technical or professional specialism, but also the attendant resource, finance, planning and similar issues that combine to challenge the job holder.

**The knowledge and skills required**

The range of knowledge required for these roles includes an understanding of the policies and procedures across the specialist area in which job holders work as well as a solid underpinning of technical knowledge gained through dedicated, formal education. Together, these requirements would usually mean that job holders have been working within the specific field for a reasonable time, such that they have been exposed to many of the routine and more unexpected circumstances of their role.

While the majority of roles will have demands for manual dexterity in relation to typing and similar functions, jobs will use a range of equipment requiring precision in their use and handling.

**The type of thinking, planning and communicating necessary**

The situations and problems dealt with at this level will be increasingly complex, involving several information streams where analytical and judgemental skills will be needed to interpret information correctly and determine optimum solutions. While job holders will have plenty of day to day issues to contend with, they will also need to plan some months ahead to achieve medium-term objectives in such areas as project support or service development.

At this level, the information exchanged with internal and external colleagues, and members of the public will call for developed communication skills on the part of the job holders. Matters will be technically complicated, requiring careful explanation, or sensitive, requiring signficant listening skills to interpret information and provide appropriate advice.

**The freedom to make decisions and innovate**

Job holders will have the autonomy to adapt specific approaches to better meet medium term objectives. They will be bound by the recognised procedural framework of their specialism as it is managed by the Council, but will decide when and precisely how duties are to be carried out. They will also deal with problems (often escalated to this level) for which there are no set-down routes to a solution other than broad service practice guidelines.

**The areas of responsibility**

With a diverse range of jobs being represented at this level of the PT family, 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 only modest levels of responsibility for finance, information assets, equipment, premises etc.

Internal roles are likely to have this pattern reversed, with weightier responsibility for significant financial and non-financial assets, but less for the assessment of needs of individuals and groups.

Job holders will have supervisory responsibility for the work of others and will be accountable for the quality and timeliness of outputs, whether related to the work of internal teams or temporary external contractors, volunteers or others.

**The impacts and demands of the role**

At this level, 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 problem solving and decision making elements of these jobs mean that job holders require lengthy periods of enhanced mental attention to attend to duties, while also dealing with deadlines, interruptions and conflicting demands.

Duties of jobs at this level in the PT family 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.

Many Professional / Technical job holders find themselves exposed to some disagreeable, unpleasant or hazardous working conditions when the particular needs of their specialism requires 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 PT 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.