**EHCP Caseworker**

**Job Description**

**Main purpose of Job​:**

As part of the inclusion team, you will manage the transition process and our teaching readiness for learners with SEN and Education Health and Care plans (EHCPs).

You will work alongside other Specialist Teachers and learning support workers (LSWs) to gather detailed information from learners. This will inform quality first inclusive teaching. The focus of this role is on managing a caseload of learners with Education Health and Care Plans.

**Key Responsibilities and Accountabilities:**

* To lead on the EHCP annual review process for a cohort of students.
* To work with the inclusion team to complete consultations from local authorities, to indicate whether the college can meet the needs of young people with EHCPs.
* To be a point of contact and liaise with local authorities regarding young people with EHCPs.
* To communicate EHCP outcomes of learners with relevant staff.
* To collate and track EHCP outcomes, including feedback from teachers and support staff, on internal college systems.
* To create a written summaries of the support required by young people with EHCPs to support the college’s high needs funding process.
* To attend EHCP reviews for year 11 students in feeder schools when invited.
* To support transition for learners coming into college.
* To assist and support learners with EHCPs with their next steps after college.
* To work with all staff to provide strategies and guidance in supporting learners in the classroom, on work placement or industry placements.
* To be able to offer advice and support on new support strategies and appropriate technologies – enabling independence and future proofing learners’ skills to enable independence and progression.
* To develop professional development materials and deliver/actively participate in college training events/meetings and share good practice.
* To support students from a person-centred perspective, enabling individual potential by adapting our practice in line with the social model of disability.

**Miscellaneous:**

* Always maintain confidentiality in respect of college related matters and prevent disclosure of confidential, sensitive information in line with data protection legislation.
* Participate in Communities of Practice, developing a research informed mindset in the team and developing an inquisitive and person-centred lived experience approach to our work.
* Undertake any other duties commensurate with the level of the post, as required from time to time.

**EHCP Caseworker - Person Specification**

**Qualifications (E = essential)**

* Literacy and numeracy Level 2 qualification (E)
* Level 3 qualification in a relevant subject (e.g. Education, Health & Social Care, Psychology etc.) (E)
* Evidence of continuing professional development (E)
* Qualification in education (e.g. Award in Education & Training) (Desirable)

**Knowledge/Experience**

* Successful practice in supporting learners with special educational needs.
* Have relevant experience in a similar role leading EHCP reviews or supporting the creation of funding applications.
* Knowledge of statutory EHCP processes.
* Experience of supporting students to track progress over time and celebrate success towards outcomes.
* Knowledge of inclusive practices in education and the social model of disability.
* Ability to work to deadlines.
* Experience of working with a wide range of learning disabilities.
* Experience of effective team working and promoting effective relationships between staff and students.
* Ability to develop supportive working relationships with key stakeholders.
* Detailed understanding of local and national challenges and incentives in SEND.
* Knowledge of good safeguarding practice and experience of implementing safeguarding practices.
* Knowledge of the Equality Act (2010) and reasonable adjustments in an education setting.

**Skills/Attributes**

* Kindness and extensive knowledge on person centred practice.
* Ability to lead meetings and facilitate effective conversations to ensure everyone’s voice is heard.
* Strong mediation skills and ability to professionally resolve conflicts.
* Leadership and inter-personal skills.
* Ability to manage and resolve a range of situations in the best interests of the students.
* Ability to contribute to the whole College experience.
* Effective communicator.
* Flexible approach.
* Logical approach to problem solving.
* Excellent IT, information management and reporting skills.

**Additional Requirements**

* Willingness to work flexible hours – we may need to meet students and apprentices outside their usual work/ student hours.

**Post Information**

* Reports to Head of Inclusion
* Salary - £28,347 - £29,970. Salary is dependent upon Skills and Experience.
* The post holder will undertake all duties and responsibilities in compliance with regulatory, legislative and college procedural requirements.

The College is an inclusive employer. We will endeavour to make any necessary reasonable adjustments to the job, the working environment, and our practices to enable employment opportunities for disabled applicants.