

0-25 Coordinated Assessment and Education, Health
and Care (EHC) Plan (Version 4 - April 2014)
Appendix 2 – Job Role Specifications

Southampton Key Worker Roles

Integrated Assessment and Education, Health and Care Plans

Introduction:

Southampton has introduced two new Key Worker roles to support the delivery of the new Integrated Assessment Process and delivery of Education, Health and Care Plans.

- Assessment Co-ordinators – overseeing the IA process
- Lead Professionals – co-ordinating the delivery of the EHCP and convening reviews

Right from the start of our Pathfinder work, we have developed a model that can be offered to all new children and young people with SEND requesting support. We therefore we had to consider approaches that are sustainable and are deliverable within our current workforce.

Key Worker Principles:

The rationale for introducing two key workers is because we believe that you need very different skills to deliver the assessment process and then facilitate the co-ordination of the plan. However, the principles behind the two roles are the same:

1. The key worker will provide a single point of contact to family for the duration of the either the assessment process or the EHCP
2. The key worker will ensure the co-production with the child, young person and family throughout the assessment process and delivery of the EHCP

The attached role descriptions and packs describe how the key workers will work in practise.

What is working/challenges?

Assessment Co-ordinators: Our Assessment Co-ordinators members of our current workforce that already undertook an element of the new role within their current role. A small team made up from SEN Officers, Education Psychologist, Portage Manager, SEN PA's, Learning Disability Nurse, YOT workers and Prevention Social Workers have been working collectively to develop this role. As a result of this work, we will be increasing the range of professionals that can undertake this role through training being held on the 28 February.

What's working?

- Most professionals are excited to take on this role – they are already seeing benefits of bring together EHC in a team around the child
- Parents like having one point of contact
- We are starting to see different interventions being described in EHCP's

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- This is a sustainable model that can be taken on by a wide range of professionals, increasing capacity.
- The workforce development programme is providing much of the support needed to enable professionals to undertake this role.

Challenges?

- Some professionals are being asked to undertake tasks that they are not necessarily skilled or have experience in – for example engaging with parents or facilitating professionals meetings.
- Because the new approach is still “new” and not yet embedded, some Assessment Co-ordinators have found it a challenge to engage other professionals in the new process.

Lead Professionals: Our Lead Professional Role builds on the well embedded CAF Lead Professional Role within the city. There will be a much wider workforce that will be trained to undertake this role (approx 300 professionals) ranging from SENCo's to Health Visitors. Families will have a choice about who this person will be. We have held one workforce development day so far which was well received. We are not yet at the stage where we can reflect on what is working/challenges as our EHCP's have only just started coming through, but feedback so far includes:

What's working?

- Professionals recognise the role and are able to undertake it
- Parents like having one point of contact and are supportive of the role

Challenges?

- We haven't yet explored the additional challenges of engaging health and care in reviews.

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Job description

Details of the job

Post title:	Facilitator
Salary grade:	
Hours:	37 Hours p/week (fixed term)
Location:	External Provider
Reports to:	SEND Projects Manager
Service area:	SEND Projects Team, CCL

Overall purpose of the post

1. To facilitate person centred planning meetings within the SEND Pathfinder Project, for children and young people with Special Educational Needs and Disabilities, across the 0 – 25 year old age range.
2. To oversee the SEND Pathfinder process for families, across schools and a range of service providers, including education, health, social care and voluntary sectors.
3. To write initial Education, Health and Care (EHC) Assessments and Plans.
4. To work closely with SEND Projects Team to ensure effective and timely delivery of the EHC process and EHC Plans.
5. To promote the SEND Pathfinder project, EHC process and EHC Plan.
6. To role model best practice.

Principal responsibilities

1. To be the main point of contact for parents/carers and co-ordinate the SEND Pathfinder process for families, within current statutory timescales.
2. To plan and facilitate person centred SEND Pathfinder meetings with families/carers and professionals across education, health, social care and voluntary sectors. To include, as appropriate, the child/young person and other people/professionals key to the child/ young person's EHC Plan.
2. To ensure the child/ young person and/or their parents/ carers are involved in the meetings and development of the EHC Plan, that the preferred communication of the child/young person is recognised and the plan adapted if relevant.
3. To work with professionals to ensure their knowledge, experience, skills and relevant assessments inform the EHC plan.
4. To network with a variety of services, agencies and providers to gather information in order to support the family to make well informed choices, including parent support services.

5. To ensure the EHC Plan clearly details the child/young person's needs, has clear actions and is outcome focussed with realistic timescales
6. To work closely with the SEND Projects Team, including maintaining regular communication and updates, reporting issues, meeting deadlines, and feeding back to help inform further development of the process.
7. To work within a Statutory Timescale.
8. To promote highly effective partnership working.
8. To undertake training as required
9. To keep up to date with the developments of the SEND Pathfinder.
10. To undertake administrative tasks as required
11. To keep accurate files and records
12. To use IT systems where appropriate

Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

PERSON SPECIFICATION

Post Title:	Facilitator
Grade	
Service Area:	External Provider reporting into SEND Projects Team, CCL

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Education and Qualifications	<p>This post requires satisfactory clearance of a criminal records bureau disclosure</p> <p>Educated to A Level / NVQ Level 4</p> <p>GCSE English and Maths</p> <p>Completed person centred planning training.</p> <p>Full Driving Licence</p> <p>Ability to travel freely within and outside Northamptonshire</p>	<p>Degree level qualification or equivalent</p> <p>The Solihull Approach Foundation or equivalent training in the Early Years.</p>
Experience and Knowledge	<p>Experience of working with a broad range of people including families, education, social care and health care professionals.</p> <p>Experience of leading multi-agency meetings.</p> <p>Experience of writing person centred plans/ report writing.</p> <p>An understanding of and empathy with the issues facing children/young people with special educational needs and disabilities, and their families.</p> <p>Experience of communicating in a variety of ways including with people who do not use words.</p>	<p>Experience of working with children/ young people with special educational needs</p> <p>Knowledge and understanding of the aspirations of the SEND Pathfinder at a local and national level.</p> <p>Knowledge/ experience of working on the SEND Pathfinder project in Northamptonshire.</p>

	<p>Knowledge and experience of children's services.</p> <p>An excellent understanding of the nature and importance of partnership working.</p>	
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ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Ability and Skills	<p>The ability to motivate others and deliver change for children/ young people and their families with special educational needs and disabilities</p> <p>Willingness to be committed to the development of high quality EHC Plans for children/ young people</p> <p>Excellent communication and interpersonal skills</p> <p>The ability to work using own initiative and as part of a multi-agency team</p> <p>Ability to prioritise and meet deadlines</p> <p>Confident about ability to facilitate multi-agency meetings</p> <p>Willingness to learn, including about the current Statements and the new EHC Plan system.</p> <p>Willingness to develop skills further, including in writing outcome focused reports</p> <p>Ability to be flexible and versatile, keeping up to date with and responding to changes as the SEND Project develops.</p> <p>The ability to use common software packages e.g. word, outlook</p> <p>Sufficient mobility to work across the County where necessary</p>	
Equal Opportunities	<p>Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs</p>	

