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| **Profile Title:** | Plan Coordinator | bmbccolb |
| **Reports to:** | Senior Officer |
| **Employee Management:** | None | **Grade:** | 6 | **Profile Ref:** | 71181 |
| **Purpose of the Post** |
| To implement all statutory duties as set out in the relevant legislation on behalf of the Local Authority in relation Children and Young People with Special Educational Needs and / or Disabilities (SEND). |
| **Responsibilities** |
| * To provide statutory advice and guidance relating to the relevant Code of practice and related legislation
 |
| * Implement, maintain and review all statutory procedures as set out in Code of Practice and Regulations.
 |
| * To work in a collaborative way with parents/carers, children and young people to ensure that their views and wishes are integral to the assessment, planning and review process and Plans are co-produced with them.
 |
| * To project manage the statutory processes for issuing and maintaining Plans within a defined caseload
 |
| * Production of performance management information relevant to the service
 |
| * Production and preparation of casework for statutory panels, tribunals and appeals as per legal requirements.
 |
| * Preparation of high quality and accurate reports and plans which are statutorily compliant.
 |
| * To provide a thorough and sensitive service to parents, carers, children and young people to ensure that their experience of the Education, Health and Care Plan process is positive and professional including at times when the outcome is at odds with their own hopes and wishes.
 |
| * Responsibility for own caseload escalating complex cases to the relevant person.
 |
| * Engage in own development, updating knowledge and skills relating to national regulations,

policies and procedures to satisfy internal/external demands. |
| * Face to face meetings/visits to parents/carers/partners/professionals.
 |
| * Promote a high quality service within a culture of continuous improvement including contributing positively to service development activities and objectives
 |
| * Any other duties commensurate with the grade and falling within the scope of the post as required
 |
| **Education and Training** | **Measure** | **Rank** |
| * Educated to NVQ Level 3 or equivalent
 | A/C | E |
| * Relevant training and CPD
 | A/I | E |
| **Relevant Experience** | **Measure** | **Rank** |
| * Experience of working across the specialist area of Special Educational Needs and Disability
 | A/I | E |
| * Experience of communicating and working effectively with a range of partners and providing advice and guidance to families, professionals and partners.
 | A/I | E |
| * Experience of using management information systems
 | A/I | E |
| **General and Special Knowledge** | **Measure** | **Rank** |
| * Good working knowledge of the relevant Code of Practice and Legislation
 | A/I | E |
| * Knowledge and understanding of the services offered to children, young people and families
 | A/I | E |
| * Substantial knowledge of working with management information systems and databases and their reporting systems.
 | A/I | E |
| **Skills and Abilities** | **Measure** | **Rank** |
| * Excellent communication, negotiation and interpersonal skills with the ability to deal with a variety of internal and external stakeholders
 | A/I | E |
| * Ability to communicate effectively with the public using a suitable level of fluency in spoken English, in line with the English Language requirement for public sector workers.
 | A/I | E |
| * Ability to work as part of a team and on own initiative
 | A/I | E |
| * Ability to prioritise workload and work under pressure whilst carrying out statutory duties and deadlines
 | A/I | E |
| * Ability to produce quality documentation
 | A/I | E |
| **Additional Requirements** | **Measure** | **Rank** |
| * Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the council.
 | A/I | E |
| * Willing to undertake training and continuous professional development in connection with the post.
 | A/I | E |
| * Work in accordance with the council's visions, priorities, values and behaviours.
 | A/I | E |
| * Able to undertake any travel in connection with the post.
 | A/I | E |
| * Committed to improving service standards
 | A/I | E |