

Title EHC Plan Writer	Department - Children, Families and Cultural Services EHC Assessment Team	Post Ref.
Job Purpose EHC Plan Writers will be responsible for writing and amending Education, Health and Care (EHC) Plans within statutory timescales, based upon information submitted to them by professionals.		
Key Responsibilities <ol style="list-style-type: none"> 1. To work closely with EHC Coordinators on the development and production of EHC plans, including attending multi-agency meetings, where appropriate. 2. To collate all relevant information from families, professionals and support services to populate the EHC Plan, following the decision to assess. 3. To produce Education, Health and Care Plans of Special Educational Needs and amend as required to ensure that EHC Plan reflects any changes to the service user's needs or journey. 4. To interpret and adhere to the principles and statutory processes described in the SEN Code of Practice and ensure that the statutory timescales are achieved. 5. To provide support to the EHC Coordinator as appropriate. This will include drafting preparatory notes and collating information and reports. 6. Contribute to the development of best practice and procedures relating to Education, Health and Care Plan writing and co-ordination. 7. To build positive relationships with professional colleagues across education, health and social care and the voluntary sector, promoting effective partnership working. 8. To inform the Senior Practitioner of any changes in the operational environment, including customer satisfaction issues. 	Key Accountabilities <ol style="list-style-type: none"> 1. To produce and amend EHC Plans in accordance with statutory timescales. 2. To alert the Senior Practitioner of issues that could affect performance or service delivery. 3. Ensure that the service operates in relation to all county council policies and procedures. 4. To ensure plans are holistic and include sufficient information from all relevant professionals and organisations. 	

<p>9. Responsibility for an additional specific area of development of SEND provision identified and agreed with the Senior Practitioner.</p> <p>10. To be prepared to undertake any training to enhance skills required, relevant to the role.</p>	
The post holder will perform any duty or task that is appropriate for the role described	

Person Specification	
<p><i>Education and Knowledge</i></p> <p>11. Relevant NVQ Level 3 qualification or equivalent.</p> <p>12. Evidence of continuous professional development.</p> <p>13. Knowledge and understanding of the main issues affecting the service area.</p> <p>14. A good working knowledge of Safeguarding policies and procedures.</p> <p>15. Understanding of person-centred plan writing.</p> <p>16. Knowledge of the principles and practice of:</p> <ul style="list-style-type: none"> -Excellent customer service -Appropriate risk management <p>17. Expertise in analysing and conveying complex information in a clear manner.</p> <p>18. Knowledge of SEN law and the revised code of practice.</p> <p>19. Experience or knowledge of technical information storage and management systems</p>	<p><i>Personal skills and general competencies</i></p> <p>1. Puts into practice the Council's commitment to excellent customer care.</p> <p>2. Works efficiently and effectively and actively looks for ways of improving services and outcomes for customers.</p> <p>3. Works well with colleagues but also able to work on their own initiative.</p> <p>4. Shares the Council's commitment to providing a safe environment for customers and staff and also treating all with respect and consideration</p>
<i>Experience</i>	

20. Minimum of 1 years' experience in a health, education or care environment (this can include administrative roles). 21. Experience of analysing and critically determining what can be written in an EHC Plan and awareness of thresholds of partner organisations. 22. Experience of writing clear and concise person-centred plans/ reports which convey the aspirations of the child, young person or young adult. 23. Experience of working with a range of professionals	5. Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available. 6. Ability to pay attention to detail and work accurately under tight to timelines. 7. Excellent report writing skills. 8. Excellent analytical skills and ability to interpret complex information 9. IT skills, including word processing and database skills. 10. Ability to communicate effectively with families and professionals regarding required information/amendments to be included in an EHC Plan.
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Role Dimensions

There are no staff management or budgetary responsibilities attached to this post.

Date 26.1.16, update 28.2.23