Nottinghamshire County Council

| ***Title:*** EHCP Advanced Practitioner SEND & Inclusion | ***Department*** *Children and Families* | ***Post Ref.*** |
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***Job Purpose***

To act as an Advanced Practitioner providing professional leadership, expert advice, and practice development across the SEND system. The role will:

- Lead coaching, mentoring, and training for colleagues to build workforce capacity and expertise.
- Provide specialist practice leadership in one of four domains (Complex EHC Disputes, Pathways & Employability, Service Improvement & Quality Assurance, or Social Care Practice).
- Drive quality assurance, continuous improvement, and service innovation across the local area SEND partnership.
- Influence practice and policy through expert advice, partnership working, and embedding the voice of children, young people and families.
- Model and act as lead professional on First-tier Tribunal (SENDIST) appeals, mediations, and statutory complaints.
- Provide advocacy, negotiation, and dispute resolution expertise.
- Brief counsel and prepare evidence for Upper Tribunal and Judicial Review proceedings.
- Track themes from disputes and embed learning into quality assurance and service improvement.
- Mentor staff on report writing, case preparation, and dispute resolution skills.

***Key Responsibilities***

**Core (all Advanced Practitioners)**

- Provide advanced practice leadership, coaching, and mentoring to staff across education, health, and care.
- Lead the design and delivery of training and workforce development programmes.
- Act as a senior advisor to managers and partners, providing expert insight on complex cases and systemic issues.
- Promote evidence-informed practice, reflective supervision, and a learning culture.

***Key Accountabilities***

**Core (all Advanced Practitioners)**

- Act as a positive role model, upholding high standards of professional SEND practice in line with the Local Area SEND Partnership Strategy, the SEND Strategy, and the vision and principles of *Our Nottinghamshire Approach with Children, Young People and Families.*
- Ensure best practice standards are embedded in EHC assessments, plans, and reviews.
- Maintain high standards of evidence-based professional practice.

- Lead and contribute to multi-agency forums, panels, and governance structures.
- Drive continuous improvement, ensuring statutory compliance, high-quality practice, and improved outcomes for children and young people.
- Represent the authority in regional and national networks, sharing best practice and influencing sector developments.

## Specialist Focus: SEND and Inclusion

- To be the allocated lead professional and/or coworker to prepare, present and negotiate the Authority's case in First tier Tribunal (SENDIST) appeals, mediation sessions and Stage 1–3 complaints.
- To be the allocated lead professional and/or co-worker in complex EHC cases with direct responsibility for statutory casework.
- To promote excellent practice in EHC assessments, plans and reviews and support EHC Practitioners with assessment planning, critical thinking and analytical writing.
- To provide mentoring, support and induction to new EHC Practitioners and contribute to their professional development.
- To chair and facilitate multi-agency and internal meetings promoting district and partnership working.
- Act as deputy to the Team Manager, chairing panels, overseeing budgets and contributing to strategic risk management.
- Provide support to Service Managers and Team Managers to prepare practitioners for Local Area Partnership SEND inspection.
- Build and develop strong and effective relationships with school and college leaders and colleagues across the partnership offering support and challenge to secure the best possible outcomes for children and young people.

- Improve workforce capability through coaching, mentoring, and modelling of excellent practice.
- To build positive relationships with children, young people, parents, carers, staff, and colleagues to establish an open and transparent communication culture within the team. Championing co-production with children, young people, and families.
- Ensure national and local policies and procedures are followed.
- Support inspection readiness by ensuring legal compliance and child-centred planning at practitioner level.
- Escalate risks, safeguarding concerns, and systemic issues appropriately.
- Directly support complex cases to prevent placement breakdown, tribunal escalation, or safeguarding risk.
- Ensure statutory compliance within area of specialism.
- Demonstrate measurable improvements in practice quality and outcomes.

## Specialist Focus

- To ensure that national and local policies and procedures are followed.
- Ensure all Tribunal cases and statutory complaints are managed within legal deadlines and to agreed quality standards.
- Safeguard the LA's position by maintaining meticulous case records and providing timely escalations of risk.
- Demonstrate measurable improvement in tribunal outcomes, reduced complaint escalation and enhanced stakeholder satisfaction.
- Uphold coproduction principles, embedding the voice of children, young people and families in dispute resolution.
- Contribute to the effective management of High Needs budgets through proportionate case decision-making.
- Directly support complex cases to prevent placement breakdown, tribunal escalation or safeguarding risk.
- Support inspection readiness by ensuring statutory compliance and person-centred planning at practitioner level.

**The post holder will perform any duty or task that is appropriate for the role described**

***Person Specification***

***Education and Knowledge***

- Educated to Level 6 or above in SEND, Education, Social Care, or related field.
- In-depth knowledge of SEND legislation, EHC statutory processes, and employability pathways for young people with SEND.
- Budget influence of high needs block (£122 m High-Need)
- Knowledge of safeguarding frameworks, inspection frameworks (Ofsted/CQC SEND), and quality assurance methodologies.
- Commitment to continuous professional development and evidence of sector-specific CPD.

***Experience***

- Minimum 3 years' experience working within children's services, SEND, or EHC service delivery.
- Experience of system-wide service improvement, including co-production with children, young people, and families.
- Proven track record in quality assuring complex SEND casework and leading service development projects.
- Experience of supporting or mentoring staff to develop professional practice and improve outcomes.
- Experience influencing policy and practice at a senior level.

***Role Dimensions***

- Strategic and operational leadership influence across ICDS and the wider SEND Partnership.
- Acts as expert caseworker and advisor on tribunals and disputes; governance, budget and escalation accountability remain with Service and Team Managers.
- Budget influence of high needs block.

***Personal skills and general competencies***

- Highly skilled in leadership, influencing, and strategic partnership working.
- Excellent communication skills, with the ability to engage, motivate, and challenge diverse audiences.
- Ability to use performance data and stakeholder feedback to drive and evidence service improvements.
- Demonstrates a high degree of personal accountability, resilience, and commitment to service excellence.
- Strong project management skills with a proven track record of delivering service improvements to time, cost, and quality.

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| • Membership of SEND operational and strategic groups including governance and improvement forums. | |

**Date:** August 2025