

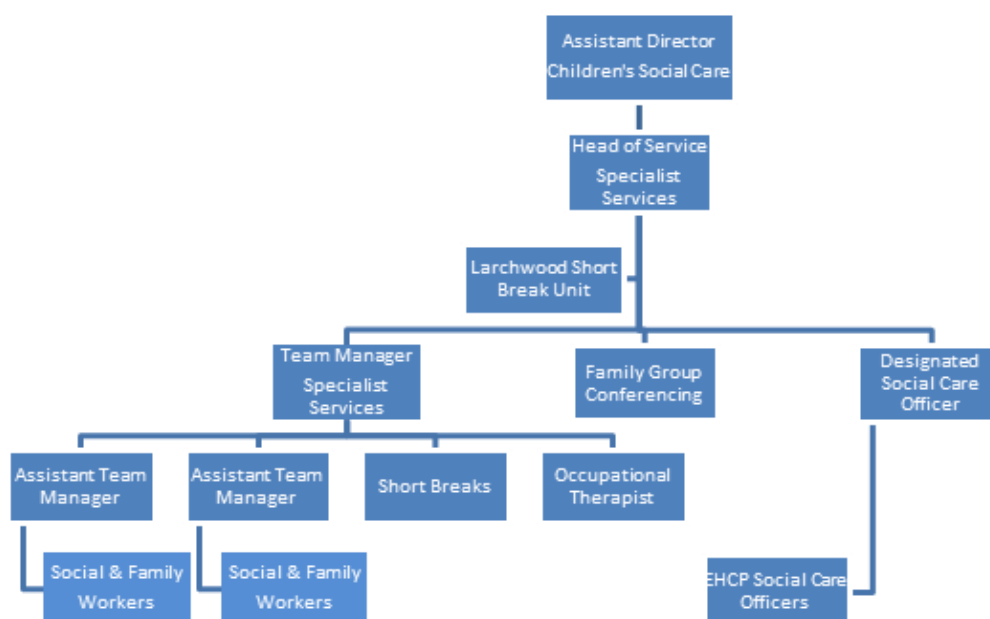
JOB DESCRIPTION

Job Title:	EHCP (Education, Health and Care Plan) Social Care Officer		
Directorate:	People	Salary:	£30,024 – £35,412 plus £729 London weighting
Section:	Children's Social Care	Grade:	BG-H, SCP 15 - 24
Location:	Time Square	Work Style:	Flexible

Key Objectives of the role

- To work as part of a team within Children's Social Care providing services for children and young people with SEND and their parents/carers.
- You will be required to assess and identify needs of children and young people with additional needs and their families, who may require social care input through their Education, Health and Care Plan assessment or reviews, ensuring children's views and aspirations are heard and identified.
- The purpose of the role is to provide support to families and will include both practical support as well as programmes of planned intervention. You will work in partnership with parents, children and young people with SEND providing support, information, advice and guidance covering a range of issues such as children's developmental needs, benefits, finance, learning, school attendance, behaviour management, parenting strategies etc:

Designation of post and position within departmental structure



Daily and monthly responsibilities

This is not a comprehensive list of all the tasks, which may be required of you. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. To complete the EHCP social care assessment and provide the advice as part of the Education, Health and Care plan Needs Assessment or Annual review.
2. To contribute toward the development of the Education, Health and Care Plan for children and young people from 0 – 18 years of age based on the social care assessment and/or review.
3. To complete the development of an 'outcome-focussed' intervention support plan to meet the identified needs of children young people and their families and present at Resource Allocation Panel.
4. To take part in meetings which agree and review assessment and intervention programmes with families and ensure that activities planned for children and adults are designed to meet these goals. This will include planning and carrying out home-based and / or community-based programmes with families when required. This work may include group work and / or training sessions as well as work with individual children and adults
5. To support social care colleagues with the process for Tribunal Court appeals in relation to the social care element of the Education Health and Care Plan as and when required.
6. To Liaise and co-work with other professionals and agencies to meet and co-ordinate the response to the needs of the needs of service users ensuring confidentiality and security information and share with other agencies as appropriate.
7. To ensure that children, young people and families are fully involved in person centred planning and decision making, are consulted about the work and supported to represent their views.
8. To be aware of, and to put into practice, Bracknell Forest Council's policies on child protection, equal opportunities and anti-discriminatory practice
9. To maintain accurate, quality and timely records on the electronic case recording system, actively support the audit process and use analysed findings to improve future practice.
10. To work flexibly to meet the needs of the service, making effective use of time and be able to prioritise workload.
11. Support and deliver a range of ongoing briefings of the role with young people, families and communities in various settings including schools, groups and Bracknell Parent Carer Forum.
12. Liaise with all appropriate services in order to ensure that young people make smooth transitions to adult health and care services.
13. Engage young people and their families in constructive, positive activities and learning/developmental opportunities

14. To undertake personal learning and development to address identified learning and development needs of the you and the service
15. To carry out all responsibilities with due regard for Bracknell Forest Council's equality and diversity policies and procedures.
16. Actively contribute to the gathering of information from service users and partner agencies to evaluate service delivery and provide evidence of performance against service objectives and inform future service delivery.
17. To undertake any other duties commensurate with the grading of this post, as required by the Executive Director for Children or their delegated Officer

Scope of role

Working within the policy and legislative framework of Children's Social Care.

All employees working with children, young people and vulnerable adults:

- have a responsibility for safeguarding and promoting their welfare o
- must demonstrate a commitment to the principles of participatory practice and the involvement of young people in decisions which affect them.

The postholder has no budgetary or staff supervision responsibilities.

Commitment to the Council's Equal Opportunities policy at all times

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only

PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Skills and qualifications	Experience or training in working with children and young people with SEND and their families. Evidence of good administration and ICT skills. Educated to at least A level or equivalent	Experience of working directly with children and their families. Social Worker BTEC in Social Care (Certificate or Diploma) or equivalent. NNEB NVQ 3
Competence Summary (Knowledge, abilities, skills, experience)	Understanding of and commitment to the requirements of safeguarding children, young people, vulnerable adults and promoting their welfare. An awareness of the Children Act 1989/ 2004, Children and Families Act 2014 and the SEND Code of Practice. Able to build positive and respectful working relationships with a range of stakeholders and service users. Experience and understanding of multi-agency working. Able to contribute to good quality risk assessments of young people which respond to their specific needs. Experience of working with service users (individually or in groups) who may present with challenging problems. Experience of advocating for young people Demonstrable ability to analyse and solve problems creatively with positive outcomes. Effective IT skills and evidence of having used them to enhance the validity/ reliability and confidentiality of data	Experience of working within a Children's Social Care setting. Motivational Interviewing. Training or experience in one or more of the following: • Brief/solution focused therapy • Family therapy/family work • Direct work with children

	Understanding of and commitment to the principles of participatory practice with children and young people
Work-related Personal Requirements	Ability to work as part of a team. Resilience and the proven ability to work under pressure in order to deliver to deadlines and performance targets. The post holder must hold a full UK driving licence (or valid equivalent). Non-UK licences must be converted to UK licences in the first six months of employment.
Other Work Requirements	A satisfactory enhanced Disclosure and Barring Service check. This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016; the requirement to fulfil all spoken aspects of the role with confidence in English applies This post is exempt from the Rehabilitation of Offenders Act 1974 Commitment to equality and diversity and demonstrable understanding of how it impacts on the role and outcomes for under-represented groups. Commitment to safeguarding and can demonstrate an ability to contribute towards a safer working culture. Able to work outside office hours on occasions.
Role models and demonstrates the Council's values and behaviours	Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities. We make our values real by demonstrating them in how we behave every day. We make our values real by demonstrating them in how we behave every day.

All staff should hold a duty and commitment to observing the Council’s Equality & Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.

