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| **Assessment coordinator** **SALARY GRADE: HBC 6** | Halton Borough Council resourcing@halton.gov.uk |
| Working at Halton |
| All our colleagues at Halton have made a positive commitment to delivering great outcomes for our communities. Whoever joins us will share that passion for outstanding service, and strongly align with the values which define our workplace culture: * Working Together – building fantastic relationships with colleagues and customers
* Continuous Improvement – keeping great service delivery at the heart of everything we do
* Personal Growth – learning, growing and developing ourselves
* Accountability – doing what we say we are going to do
* Inspiring Leadership – positive roles models and leading by example

*To read more about our values, click* [*HERE*](https://haltoncouncilcareers.co.uk/values/)**We are immensely proud that when asked what’s great about working for Halton, the most popular response from our workforce has been ‘*our colleagues’*.**Aside from working with a great team, our employees have access to a fantastic range of benefits, including:* A generous annual holiday allowance starting at 34 days per year (including bank holidays), increasing with long service
* Membership of our defined benefit, salary-linked pension scheme with generous Employer Contributions
* 3 x Salary Life Cover via Local Government Pension Scheme
* Investment in your personal development
* Free Car Parking at HBC sites
* Flexible / hybrid working arrangements available
* Extensive employee benefits platform including discounted shopping, car leasing, gym memberships, wellbeing hub and Employee Assistance Programme.

*For further information about all the benefits we offer, please click* [*HERE*](https://haltoncouncilcareers.co.uk/benefits/)*.* |
| About the Job  |
| You will support the implementation of the S.E.N. Reform programme, in line with the Children and Families Act 2014, associated Regulations and the SEND Code of Practice 2015. You will gather relevant evidence as part of an assessment process from children/young people/their families, and agencies involved, to triage them to universal services if appropriate. More specific responsibilities include:* Lead on the planning, development and implementation of Education, Health & Care Plans (EHCPs), in line with national developments, guidelines and legislation and to lead on a phase of development between 0-25.
* Manage the day-to-day operational aspects of EHC planning, and gathering evidence, facilitating meetings within person-centred guidelines with families, children and young people and presenting evidence to decision makers.
* Convene and manage the assessment timescales that may be required in the development of an EHCP in requirements of the SEND Code of Practice 2015
* Co-produce and draft a working document and subsequent plan with families’ outcomes-focused EHCPs based upon accumulated evidence in line with appropriate legislation, Code of Practice and local policies and procedures.
* Guide and advise on aspects of Personal Budgets, presenting findings at multi-agency panels, if required.
* Manage, in collaboration with all relevant services delivery of a coordinated assessment and planning process; with a view to developing sustainable integration.
* Assess, review and support all educational settings with pupils with SEND.
* Collaborate with settings/multi-agency professionals to ensure seamless provision for Looked After Children.
* Engage with the SEND reviewing process, as appropriate to the outcomes of the plan.
* Address disputes/concerns with service users and contribute to the preparation of Statements of Case for Tribunal.
* Provide advice to Settings on the requirements of the Equality Act with particular regard to pupils with SEND.
* Attend panel meetings on SEND provision as required.
* Arrange transport as appropriate and respond to any queries from parents/carers and schools on transport issues.
* Secure appropriate educational placements for children and young people with special educational needs
* Report & communicate effectively relevant information to the Divisional Manager on a regular basis, using a range of media and data monitoring systems.
* Undertake any other duties and responsibilities that may be assigned from time to time, which are commensurate with the grade of the job role
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| About You |
| You will hold a relevant Qualifications in a related field, or experience that demonstrates an understanding of Special Educational Needs, as well as have evidence of Continuing Professional Development In addition you will have:* Experience of engaging with children, young people and families with SEND and/or Learning Disabilities
* Knowledge of appropriate legislation i.e. Children & Families Act 2014, and the SEND Code of Practice 2015
* Ability to develop effective relationships & inspire confidence
* Successful experience of working with other agencies
* Ability to work independently, manage caseload and work to timescale
* Computer literacy and ability to work confidently with ICT
* Ability to communicate well both orally and in writing & to maintain appropriate records
* Ability to be creative & innovative in problem solving & to work under pressure & achieve deadlines
* A commitment to delivering improved life outcomes for children and young people with Special Educational neds and disabilities, and supporting them to achieve their potential
* A personal commitment to the inclusion of pupils with SEN and promote and support educational inclusion

As this role involves regular travel across the borough and sometimes further afield, a driving license and access to a vehicle are essential requirements. Where appropriate, reasonable adjustments will be made in accordance with the provisions of the Equality Act.The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment. |
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