

**Job Description**

<b>Directorate:</b>	Education & Children's Services		
<b>Service:</b>	Inclusion		
<b>Location:</b>	Lancashire		
<b>Salary range:</b>	£36,363 - £40,777	<b>Grade:</b>	8
<b>Reports to:</b>	Team Manager	<b>Staff responsible for:</b>	0

**Purpose & Scope**

As a key member of Lancashire’s SEND team, the SEND EHCP Officer plays a vital role in supporting children and young people with special educational needs and disabilities (SEND). Working within allocated educational settings, they are responsible for managing the end-to-end Education, Health and Care Plan (EHCP) process—including assessments, plan writing, reviews, reassessment and consultations. Caseloads are allocated based on the number and complexity of EHCPs, with each officer being assigned to settings that correspond to the size and nature of their caseload. Consequently, the number of settings overseen will fall within a set range, and some settings may have support from more than one SEND EHCP Officer to ensure effective oversight. Central to the role is the production and maintenance of high-quality, person-centred plans, co-produced with families and partner agencies. SEND EHCP Officer will attend reviews where appropriate and meet termly with SENCOs to monitor their caseload responding to emerging needs. Through effective communication, statutory compliance, and a commitment to inclusive practice, the role ensures children and young people are supported to achieve positive outcomes and prepare for adulthood.

**Performance Indicators**

- Quality of advice/service against legal, safety and best practice standards
- Achievement in line with Service Key Performance Indicators
- Adherence to quality standards (if applicable)
- Adherence to policies and procedures
- Accuracy and timeliness of information recording and processing
- Customer and stakeholder feedback

**Accountabilities/Responsibilities**

The accountabilities outlined are intended to provide a clear overview of the scope and level of work expected within the role, however this is not an exhaustive list and flexibility is appreciated. We expect that all our teams will undertake other reasonable duties in support of service delivery, including tasks aligned to lower graded roles when required, to contribute to team effectiveness and organisational priorities

- Actively safeguard and promote the welfare of children and young people in accordance with statutory processes.
- Ensure inclusive, person-centred practice is embedded in all casework and decision-making.
- Co-produce and engage meaningfully with children, young people and their families to capture their views, wishes and aspirations, ensuring these are central to assessments, EHCP development, reviews and future planning.
- Synthesise, analyse & interpret multi-agency assessments, contextual information and professional advice to identify appropriate special educational provision that supports individual

needs and prepares children and young people for adulthood whilst achieving the best possible outcomes.

- Review and reconcile diverse sources of information from families and professionals, addressing discrepancies to ensure clarity, coherence and accuracy in EHCPs and supporting documentation.
- Following a caseload allocation, write high-quality Education, Health and Care Plans that clearly define the child or young person's needs, specific and measurable outcomes, and the provision required, ensuring compliance with statutory guidance and local procedures.
- Undertake timely reviews, amendments or cessation of EHCPs, ensuring plans remain relevant, effective and responsive to evolving needs, and reflect the current context of the child or young person.
- Produce structured, well-written reports and case summaries to support decision-making panels, tribunals and service planning, ensuring all documentation is accurate, evidence-based and aligned with statutory requirements.
- Attend person-centred planning and review meetings for allocated cases and support senior officers in more complex multi-agency meetings, contributing to collaborative and informed decision-making.
- Complete all casework, assessments and statutory duties within required timescales, maintaining high standards of accuracy, quality and professional integrity throughout the EHCP process.
- Use established tracking and monitoring systems to oversee provision arrangements across allocated settings, including independent and non-maintained sectors, ensuring consistency, effectiveness and escalate concerns as they arise.
- Ensure all case records, data and documentation are complete, current and reliable to support effective case management, service planning, performance monitoring and statutory reporting.
- Maintain regular, constructive communication with education, health and care professionals, interpreting procedures and applying best practice to provide advice, guidance and support across the SEND system
- Provide children, young people and their families with clear, accessible information to support meaningful involvement in decisions about their special educational needs and the provision required.
- To represent the LA during formal and informal dispute resolution such as mediation (for the EHCNA process- decisions not to assess or issue a plan) or multi-disciplinary meetings.
- Work closely with SEND colleagues to share information and support consistent, high-quality casework across the service.
- Contribute to the development and implementation of improved working methods, systems and service initiatives aligned with the SEND Improvement Plan and the strategic priorities of the Inclusion Service.
- Participate in ongoing professional development, training and performance management activities to maintain current knowledge of SEND legislation, policy and practice, and enhance service delivery, including audit activity to improve practice.

- Attend team, service and local authority meetings as required, actively participating in collaborative working, service planning, and the achievement of strategic objectives across the SEND and Inclusion services.
- SEND EHCP Officer will meet with each of their settings SENCO termly to keep abreast of the effectiveness of provision and be able to respond to changing needs more effectively and consultations will be sent out and responded to by SEND EHCP Officer.
- Ensure knowledge of and compliance with Lancashire County Councils policies, guidance and procedures including attending meetings and undertaking any other duties as required to deliver our organisations objectives

**Other Responsibilities**

**Equality and Diversity**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

**Health and Safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

**Customer Focus**

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

**Safeguarding Commitment**

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

**Skills Pledge**





We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and numeracy if they do not have one already.

**Value and Behaviours**

We expected all our employees to display the LCC values and behaviours at all times and actively promote them in others

**Our Values**

**OUR VALUES**

 <p><b>SUPPORTIVE</b></p> <p>We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.</p>	 <p><b>INNOVATIVE</b></p> <p>We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.</p>	 <p><b>RESPECTFUL</b></p> <p>We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.</p>	 <p><b>COLLABORATIVE</b></p> <p>We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone.</p>
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## Person Specification

All the following requirements are essential unless otherwise indicated by \*

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

### Qualifications

- Professional and/or academic qualification, or equivalent experience
- A minimum of grade 5 in English and Maths at GCSE level or equivalent

### Experience

- Experience of working with children, young people, families and/or the public
- Experience of working with partners - potentially in a multi-agency setting\*
- Experience of working within special educational needs and disabilities\*

### Essential knowledge, skills & abilities

- A strong understanding of current SEND legislation, statutory guidance, and Lancashire County Council's policies and procedures, including safeguarding, inclusive education, and EHCP statutory requirements.
- Knowledge of services and support available across education, health and care sectors, and how multi-agency collaboration informs holistic assessments and effective provision for children and young people
- Ability to communicate clearly and empathetically with children, young people, families and professionals, using appropriate language and interpersonal skills to build trust and support co-production.
- Ability to identify and summarise key information obtained from a range of sources, that may not always present a coherent or consistent view to inform decision-making and plan development
- Proven ability to produce clear, structured and accessible reports, documents and case summaries that present complex information in a professional and reader-friendly format.
- Ability to manage a diverse caseload across multiple settings, prioritising tasks and meeting statutory deadlines while maintaining accuracy, quality and responsiveness.
- A flexible and solution-focused approach to work, with the ability to respond to changing needs, resolve issues creatively, and contribute to continuous service improvement.
- Competence in using digital systems and monitoring tools to track provision, maintain accurate records, and support data-informed decision-making and service planning\*

- Ability to work effectively within a team and across services, building and sustaining partnerships with internal services and external partners to support inclusive and coordinated service delivery
- Understanding of the activities and objectives of the Council

### Other essential requirements

- Evidence of continual professional development
- This is an essential car user post
- *You will be required to provide a car for use in connection with the duties of this post and must be insured for business use. In certain circumstances consideration may be given to applicants who, as a consequence of a disability, are unable to drive*