

Job Description

Directorate:	Education and Children's Services		
Service:	Inclusion		
Location:	Lancashire		
Salary range:	£46,142 - £51,356	Grade:	10
Reports to:	Team Manager	Staff responsible for:	0

Purpose & Scope

The Senior SEND EHCP Officer plays a pivotal role in delivering high-quality statutory services for children and young people with special educational needs and disabilities (SEND) across Lancashire. Working within the Inclusion Service, the postholder is responsible for managing a complex caseload, overseeing the end-to-end Education, Health and Care (EHC) process, and ensuring all plans meet statutory requirements and timescales. The role involves multi-agency collaboration, strategic problem-solving, and technical expertise in SEND legislation and provision. Senior SEND EHCP Officer leads professionals' meetings including coordinating and Chairing Annual Reviews, contribute to tribunal preparation, and support transitions across key stages and into adulthood. They act as lead officers for their caseload, co-produce plans with families and settings, and provide guidance to SEND EHCP Officer. With a focus on inclusive practice and continuous improvement, the Senior SEND EHCP Officer supports service-wide initiatives and contributes to shaping provision that enables children and young people to thrive, achieve their potential, and prepare for a successful future.

Performance Indicators

- Quality of advice/service against legal, safety and best practice standards
- Achievement of relevant service targets
- Adherence to internal/external 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

- Ensure services for children and young people with SEND, and their families, are delivered in alignment with Our Vision for SEND in Lancashire, contributing to strategic planning, policy development, and operational implementation across the local area
- Work in partnership with children, young people, families, education providers, and multi-agency stakeholders to secure high-quality positive outcomes, advocating for inclusive practices and proactively resolving complex issues through early intervention.
- Manage an allocated caseload of children and young people aged 0–25, ensuring statutory duties are fulfilled across all stages of the Education, Health and Care (EHC) process - including assessment, planning, review, reassessment, and cessation—while maintaining compliance with

statutory timescales, performance indicators and the highest standards of quality, including tribunal preparation and supporting witnesses.

- Provide technical expertise to support service improvement initiatives, challenge partner organisations constructively to address conflicting priorities, and contribute to the development of inclusive SEND practices across Lancashire.
- Provide guidance and mentoring to SEND EHCP Officers and other team members, professionals and paraprofessionals, particularly in complex or unusual cases, while maintaining clear boundaries around case ownership and accountability.
- Contribute to the preparation of balanced, evidence-informed recommendations to support decision-making panels, which may on occasion include tribunals, offering technical insight and guidance to colleagues and external partners participating in the process.
- Lead and contribute to statutory and strategic meetings, including assessment reviews, mediation (related to Plan content, Sections B, F and I), Area and County Panels -where decision making sits outside the financial scheme of delegation for the role- and multi-agency forums, ensuring collaborative planning and effective service delivery for children and young people with SEND.
- Act as lead officer for an identified caseload, supporting cross-service initiatives and contributing to county-wide SEND planning and improvement activities, including transition support between key stages and into adult services.
- Provide expert input into service development and technical areas of delivery, including the analysis and preparation of transport appeals, enabling informed decisions by the Student Support Panel and ensuring equitable access to support.
- Provide tailored support for children and young people not in formal education settings, including those in Elective Home Education and Education Other Than At Schools/Setting, with a focus on safeguarding, engagement and tailored support for complex or vulnerable individuals.
- Co-produce Education, Health and Care plans with families and settings wherever practicable, and lead on the consultation process with providers to secure appropriate educational placements and provision.
- Support transitions into post-16 and post-19 education, care or employment, ensuring appropriate provision is sourced or commissioned in line with the needs identified in the EHC plan (post-16 team only)
- Contribute to the ongoing development of the Senior SEND EHCP Officer role, ensuring clarity around responsibilities, supporting service-wide improvements through collaborative working.
- Oversee the implementation, monitoring, and review of provision arrangements across all educational settings, including independent and non-maintained sectors, ensuring that commissioned support aligns with the needs identified in Education, Health and Care plans.
- Provide children, young people, and their families with clear, accessible information to enable meaningful participation in decisions regarding their special educational needs, required provision, and support.
- Communicate regularly with children and young people and professionals across education, health, and care sectors, offering advice and guidance by interpreting procedures, applying technical expertise, and promoting best practice in line with the SEND Code of Practice.

- Deliver formal and informal technical training within the SEND Service, and liaise with SEND EHCP Officers, Caseworkers, and Inclusion Service colleagues to support casework and ensure consistent, high-quality practice. To lead Learning circles and peer coaching sessions within teams.
- Maintain up-to-date knowledge of developments in SEND legislation, policy, and practice. Actively contribute to service improvement by supporting the refinement of working methods, attending relevant team, service, and local authority meetings, and engaging in collaborative initiatives that enhance service delivery. Participate in ongoing professional development, including single and multi-agency audits, to enhance practice and service delivery.
- Identify and respond to safeguarding concerns and risks associated with children and young people with SEND, particularly those not in formal education settings. Ensure that appropriate referrals, interventions, and multi-agency responses are initiated in line with statutory guidance and local safeguarding procedures.
- 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 expect all our employees to display the LCC values and behaviours at all times and actively promote them in others

Our Values



SUPPORTIVE

We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.



INNOVATIVE

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.

**OUR
VALUES**



RESPECTFUL

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.



COLLABORATIVE

We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone.

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 degree level qualification or equivalent experience

Experience

- Experience of working with children, young people and families, ideally with special educational needs and disabilities
- Proven experience of applying current and authoritative SEND practice knowledge to support complex service delivery and drive improvements across teams
- Experience of working collaboratively within multi-agency environments, including partnership working with internal and external stakeholders
- Experience of supporting and challenging practitioners and contributing to strategic projects, policy development, and service improvement initiatives ensuring consistent high standards of practice*

Essential knowledge, skills & abilities

- Thorough understanding of the SEND Code of Practice, Children and Families Act 2014, and associated statutory frameworks, including safeguarding responsibilities and local authority procedures.
- Significant knowledge of the roles and responsibilities of education, health, social care, and voluntary sector services, and how they contribute to supporting children and young people with SEND.
- Ability to critically analyse and interpret complex reports and assessments from a range of professionals, applying sound judgement to inform planning and decision-making.
- Skilled in producing clear, structured, and accessible written documentation that conveys complex information in a way that is understandable to a range of audiences.
- Ability to apply specialist judgement and creative thinking to resolve complex issues, ensuring decisions are evidence-based and aligned with policy and best practice.
- Proven ability to manage competing priorities, coordinate complex activities, and meet statutory deadlines within a high-pressure, dynamic environment.
- Competent in using specialised systems and digital tools to manage casework, monitor performance, and maintain accurate records in compliance with data protection legislation*
- Ability to deliver training and provide guidance to colleagues, supporting consistent practice and professional development across the team.
- Excellent interpersonal skills with the ability to work effectively within a team and build sustainable partnerships

- 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*