



Job Description

Education, Health and Care Plan Officer (EHCP Officer)

Job Details	
Grade	GR3
Number of Posts	1
Department	Children with Disabilities
Reporting to	Children with Disabilities service

Who Are We?

We are Birmingham Children's Trust.

'Working Together to make Birmingham the greatest city to grow up in.'

The sole purpose of Birmingham Children's Trust is to make a positive difference for children, young people and families in the city, by driving up the quality of practice and partnerships across the city and its services.

Every employee from Family Support and Social Workers to Finance and Legal, work together to make a positive difference to children, young people and families. We are one team, and each have an important role to play in achieving the Trusts objectives.

Birmingham Children's Trust Leadership team comprises of six Executive Directors who are responsible for leading and managing the Trust to be an autonomous and high performing organisation.

Our Vision:

Our vision is to build a Trust that provides excellent social work and family support for and with the city's most vulnerable children, young people and families.

We will do this:

- with compassion and with care.
- through positive relationships, building on strengths.
- in collaboration with children, young people, families and partners.
- by listening, involving and including.
- in ways that are efficient and deliver value for money.

Success will mean significant progress towards these outcomes:

- healthy, happy, resilient children living in families.
- families able to make positive changes.



- children able to attend, learn and achieve at school.
- young people ready for and contributing to adult life.
- children and young people safe from harm.

Our Values:

ONE TEAM

ACCOUNTABILITY AND RESPONSIBILITY

QUALITY AND INNOVATION

RELATIONSHIPS

HIGH SUPPORT HIGH CHALLENGE

Key Responsibilities

Scope and Purpose of Role

- An ability to make phone calls to gather information.
- Attention to detail with an ability to work accurately e.g. literacy and numeracy.
- Ability to work on your own initiative with a pro-active approach to all tasks to ensure business objectives are met.
- An ability to work flexibly as needed to ensure contact is made with families within timescales.
- Experience of dealing with several conflicting and changing priorities effectively to achieve business objectives.

Corporate Accountabilities

- Ensuring the social care advice is completed within timescales.
- Being well organised and having good attention to detail,
- Ability to meet tight deadlines and timescales.
- Can work well within a team environment and on your own initiative,
- Being customer and child focused and working collaboratively with other professionals.
- Be proactive to deliver the role with a flexible approach.

General Duties and Responsibilities

- To complete telephone assessments and gather information to contribute to a child's Education, Health and Care Plan (EHCP).
- To seek information/advice from professionals and members of the public both over the phone, and in writing where appropriate.
- To gather and record demographic and factual information in relation to Social Care Advice to the Education Health and Care plan requests making full use of Children's Social Care's record management system Eclipse and other databases.



<ul style="list-style-type: none">To maintain up-to-date records, ensuring accuracy in respect of the Eclipse record management system.
<ul style="list-style-type: none">To liaise with referring professionals, parents/carers and partner organisations as required.
<ul style="list-style-type: none">To use effective communication skills to enable callers to explain their needs and accurately record advice in timescales.
<ul style="list-style-type: none">To signpost callers/referrers to other Early Help services/organisations who can offer appropriate support.
<ul style="list-style-type: none">To take a child centred approach when seeking information for the EHCP.
<ul style="list-style-type: none">Actively promote the welfare and uphold the safeguarding of children and young people. Immediate safeguarding concerns are recognised without delay and promptly progressed by Social care advice team.
<ul style="list-style-type: none">Applicant to undertake a Disclosure and Barring Service check due to working with vulnerable adults/children and will be expected to sign up to the renewal process.

Key Information	
Is a Safeguarding Check needed?	<ul style="list-style-type: none">Enhanced DBS - Child
Will this position have Line Manager Responsibility?	<ul style="list-style-type: none">No

Person Specification

Essential Criteria		
Method of Assessment (M.O.A): AF = Application Form; E = Work Based Exercise; I = Interview; P = Presentation; Q = Qualifications		
CRITERIA	Method of Assessment (M.O.A)	ESSENTIAL
Qualifications	AF/I	Willingness to undertake relevant training in order to comply with the requirements of the post.



Training	AF/I	Willingness to undertake on-going continuous professional development (CPD), participate in supervision and team meetings.
Experience	AF/I	Experience of working in a role where children's social care, family support or early help is a key element.
Experience	AF/I	Experience of handling information and accurate data input.
Experience	AF/I/P	Experience of communicating with professionals and members of the public by telephone and in writing.
Skills	AF/I	Demonstrates accurate and speedy computer data inputting skills.
Skills	AF/I	Ability to work a part of a team showing flexibility in duties undertaken.
Skills	AF/I/P	Take responsibility for organising and managing own workload and meeting performance targets in a fast-paced environment.
Skills	AF/I/P	Demonstrates excellent verbal, written and customer service skills and has the ability to read and comprehend written materials/instructions easily.
Skills	AF/I	Knowledge or an understanding of relevant Safeguarding and Early Help frameworks/procedures and how these protect and support families e.g. Right Help Right Time (RHRT)
Skills	AF/I/P	An ability to fulfil all spoken aspects of the role with confidence using the English Language as



		required by Part 7 of the Immigration Act 2016
Other	I	Applicant will need to undertake a UpToDate DBS check and willingness to sign up to the renewal DBS service.

At Birmingham Children's Trust, we are dedicated to safeguarding and promoting the welfare of children and young people. We expect our staff to create an environment and culture that promotes equality, diversity, and inclusion and advocate for anti-discriminatory practices and behaviours.

