



Job Description

Directorate	People
Service	Education and Inclusion (SEND Service)

Post details	
Job title	EHC Casework Officer EOTIS
Grade	8
Location of work	1 Time Square
Directly responsible to	EHCP Team Manager
Directly responsible for	N/A
Hours of duty	37
Primary purpose and scope of the job	
<p>The EHC Casework Officer EOTIS will manage and monitor the education provision for children with an Education, Health and Care Plan (EHC Plan) who are being educated via an 'education other than in setting' (EOTIS) package funded by the local authority. This supports our local authority statutory duties under Section 19 of the Education Act 1996.</p> <p>The postholder will be accountable for the delivery and co-ordination of EHC Plans for the caseload of children and young people being educated through EOTIS packages. They will be required to act as the key point of contact for families and practitioners and lead on the ongoing reviews of EHC Plans for the child, young person and family.</p> <p>The postholder will also monitor the provision in place for children and young people with an EHC Plans who are receiving education out of school due to 'other reasons' and will hold a caseload of individuals who are not yet on a school roll (such as children with an EHC Plan who have moved into Warrington).</p> <p>The role also involves taking part in the mediation process on behalf of the local authority.</p>	

Working Relationships

- Children and young people
- Parents / Carers
- Headteachers and designated school staff
- Tuition agencies and tutors
- LA education officers, including the SEND team, medical tuition, the Virtual School and school improvement teams
- Social Workers, Early Help Officers, Health Services, Youth Service, Police and Youth Offending Services)
- Designated Clinical Officer, NHS Warrington Place and health providers

Key Tasks and Responsibilities

- Implement the Council's policy related to its statutory duty under Section 19 of the Education Act 1996, including the delivery of Warrington's 'Education Otherwise than in Setting' Policy.
- Develop an education plan for children and young people with an EHC Plan who are 'educated other than in setting'.
- Ensure the provision is suitable and appropriate to meet the needs of the child and will deliver the outcomes in the EHCP whilst ensuring value for money.
- Keep accurate records and a live register of all children and young people who are EOTIS or are being educated through tuition.
- Lead the Annual Review for children on an EOTIS package and update EHC Plans as appropriate.
- Track and monitor pupils on EOTIS for a potential return to formal education, including regular liaison with the Placement Finding Officer for suitable provision.
- Assist in the quality assurance of provision that is in place through termly visits to ensure it is suitable and appropriate to meet the needs of the child and will deliver the expected outcomes.
- Ensure that tuition is monitored appropriately and attendance, educational progress and outcomes are tracked.
- Ensure that young people are being prepared for examinations and formal assessments by working with tutors and tuition agencies.
- Oversee examination entries by keeping a record of all exam entries, ensuring young people are entered for exams with an appropriate exam centre and that exam access arrangements are completed within timescales.
- Work with parents/carers and partners to organise tuition packages and ensure they are presented to the SEND Panel in a timely manner.
- Prepare Financial Authorisations for approval of the Director of Education and Inclusion for tuition and EOTAS packages.
- Organise support from tuition agencies and ensure all financial procedures are completed and that agencies used are quality assured.

- Check and authorise invoices to be paid and ensure Personal Budgets are accurately recorded and processed.
- Ensure that tuition is arranged to take place with agreed targets, reviews and for an agreed period of time. At all times acting in the best interests of the child or young person and their long term education.
- Hold and chair review meetings for children and young people accessing the service.
- Provide advice and support, as appropriate, to tutors, parents/carers and schools. This will include completing home visits, visits to schools and meeting with staff.
- Act as the local authority representative in EHC mediation meetings making decisions based on the needs of children and young people in line with council procedures.
- Participate in social care meetings, involving the preparation of thorough reports and active involvement in Child Protection Conferences for children and young people within the EOTIS cohort and those supported through tuition.
- Attend multi-agency meetings to represent the service.
- Provide reports to managers related to the progress and attainment of children educated on EOTIS packages.
- Collate, analyse and interpret data to help identify trends, performance and needs within the service.
- Regularly review and update service policies to align with best practice and the law.
- Sensitively handle information, such as safeguarding concerns, that could be disclosed by a tutor or student including the gathering and recording of pertinent details, while also facilitating referrals to relevant agencies.
- Ensure that the views of children and young people are fully considered in decision making, and developments in relation to service provision.
- Commission venues for tuition to be delivered.
- Ensure adherence to site-specific risk assessments and oversee the completion of new risk assessments as necessary to maintain the safety of both tutors and pupils.
- Ensure ICT is used to best effect when educating children.
- Assist with the quality assurance of these services to demonstrate impact and value for money including monitoring of the EOTIS and tuition elements of the High Needs budget.
- Undertake other duties which are commensurate with the role to support the wider team.
- Contribute to the commitment to equality of opportunity.

EHC Casework Officer - general duties and responsibilities:

- Model good practice and have knowledge and understanding of legislation which specifically relates to children and young people with SEND, and their families (for example The SEND Code of Practice).
- Act as a key contact for a caseload of service users (EOTIS cases) and schools and education providers.

- Communicate regularly with families about the SEND process, ensure families feel that their contribution is valued and support them to ensure meetings with other agencies are convenient and well attended.
- Co-ordinate and lead the annual review of EHC Plans within statutory timescales to the required standard.
- Chair annual review meetings, emergency review meetings or any meeting directly related to a child/young person's EHC Plan.
- Develop strategies with practitioners to support children/young people to access education successfully.
- Bring together practitioners to problem solve issues related to children/young people and the provision within their EHC Plans.
- Hold a caseload responsibility and prepare well written outcomes focused reports for SEND panels and robust annual review meetings.
- Ensure that outcomes in the EHC Plan are monitored, addressed and where possible achieved.
- Accurately report and record funding requests and decisions to ensure accurate spend and financial reporting.
- Ensure the child/young person and/or parents/carers are directly involved in the meetings and the development of each personalised EHC Plan.
- Actively promote the involvement of children and young people in decision making about their lives and service development.
- Co-ordinate and attend meetings, such as introductory visits to families, mediation meetings and person centred planning meetings.
- Provide service users, schools, health, council teams and other agencies with advice and guidance about the EHC process, service and resolve any issues or complaints.
- Promote highly effective and efficient partnership working.
- Provide information and support around the Local Offer and will be expected to stay up to date with this.
- Communicate SEND Panel outcomes and any other decisions to families in a clear and timely way.
- Have personal accountability for keeping accurate and up to date records.
- Maintain case records on the local authority systems (Capita, etc.) with due regard to data protection legislation.
- Respond to ad hoc requests for information from managers, partners and agencies and colleagues as required
- Participate in audits and other activity under the service quality assurance framework.
- Contribute to the development of policies and procedures in line with changes or updates to external regulations or legislation.

Review Arrangements

The details contained in this job description reflect the content of the job at the date it was prepared; however, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

Prepared / Revised By	Ellen Parry
Role	Senior Education Improvement Manager
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