



JOB DESCRIPTION

DIRECTORATE: Families & Wellbeing Directorate

DIVISION: Education

POST DETAILS:

Job Title: EHC Social Care Officer

Grade: Grade 5

Location of Work: 1 Time Square, Warrington

Directly Responsible to: Designated Social Care Officer

Directly Responsible for: Not applicable

Hours of Duty: 37 hours

Primary Purpose and Scope of the Job:

- To enable the completion of the Social Care element of Education, Health and Care Needs Assessments (EHCNAs) and Plans in accordance with the statutory guidance and legislation
- To ensure that parents, carers, children and young people are informed in relation to services and support available to them and how to access this.

WORKING RELATIONSHIPS:

- Parents and Carers
- Children and Young People
- The SEND Education Team
- Early Help and Social Care Teams
- Education Settings
- Partner Agencies including health and voluntary sector organisations.

KEY TASKS AND ACCOUNTABILITIES:

1. To make contact with parents, carers, children and young people to discuss the child/young person's social care needs in relation to their Special Education Needs and /or Disability.



2. To provide, information, advice and guidance to parents, carers and young people regarding services and support available and to signpost them to services where appropriate.
3. To identify with parents, carers, children and young people where there may be a need for an Early Help Assessment or Children's Social Care Assessment and to make referrals as appropriate.
4. To write advice for inclusion in EHCNAs and Plans in accordance with the requirements of the SEND Code of Practice and the Children and Families Act 2014 legislation.
5. To ensure that accurate and relevant social care advice is provided for all new EHC needs assessments.
6. To ensure that amended EHC plans accurately reflect any updates in respect of social care needs and provision.
7. To keep the Designated Social Care Officer and SEND managers up to date on progress in relation to contacts with families and provision of advice in accordance with the statutory time scales.
8. To contribute information as required in preparation for Panel meetings.
9. To contribute to service development including systems and protocols in conjunction with the Designated Social Care Officer, SEND Management Team and other Stakeholders.
10. To keep up to date with relevant legislation, policy and practice guidance.
11. To keep up to date with service provision in the local area including identifying any gaps and providing this information to relevant managers.
12. To maintain accurate files and recording systems.
13. To undertake training and personal development as required.
14. To carry out all duties with due regard to confidentiality and data protection regulations.
15. To undertake any other duties as reasonably commensurate with the level of this post.

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.

Job Description Prepared/Revised: Aug 2025

Prepared/Revised By: Jeannette Harvey

Designated Social Care Officer