



RUTLAND COUNTY COUNCIL

JOB DESCRIPTION

Position Title:	EOTAS Coordinator
Grade:	PO1
Directorate:	Children and Families
Department:	SEND and Inclusion
Responsible to:	SEND Team Manager

Purpose of the Job:

To ensure that Rutland has a good standard of Education Other Than at School (EOTAS) that meets the requirements of sec 19 and sec 61 of the Education Act 1996. This will provide a combination of strategic responsibility for developing the EOTAS offer in Rutland, whilst providing a role as a specific point of contact for families of children with an EHCP. The post-holder will develop an action plan and lead on improving the current offer with our stakeholders.

This role will work with school leaders and SENCos to ensure that creative solutions are made when it is not appropriate for children's education needs to be met via EOTAS. Policies will be developed to support Rutland's EOTAS offer to ensure that children are appropriately supported and that all partners are meeting their safeguarding responsibilities.

Main Responsibilities

- Manage full oversight of all children with EHCPs who are provided with EOTAS. Work with partners, case officers, inclusion officers, parents and education providers to ensure that children have a full offer of education that meets the requirements of their EHCP.
- Develop robust processes and policies to underpin the EOTAS offer, in line with the law and guided by the East and West Midlands working group.
- Work with stake holders, to identify opportunities for children to be reintegrated back into school. This will be through review, and by developing relationships with schools to build creative solutions for re-engagement.
- Develop understanding and knowledge using the law to understand when section 61 and section 19 should apply for children. Work with schools to



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ensure that they are aware of their responsibilities to deliver the needs of an EHCP and their duties under section 19 of the Education Act.

- Manage communication and be a specific point of contact for families when children are receiving EOTAS. Identify any further needs and signpost for support where needed.
- Create robust recording systems to provide data when required. This will support you to identify commissioning opportunities with providers for value for money education provision.
- Work with the Inclusion team to support the quality assurance process to ensure provision is of appropriate standard. Work with providers to develop provision accordingly to meet the needs of children and young people.
- Coordinate professionals supporting children with their EOTAS plan and provide case supervision when required.
- Support and lead when required the EOTAS panel for section 19 and section 61 decision making of cases.
- To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.
- Take reasonable care for your health and safety and that of other persons who may be affected by the performance of your duties. Where appropriate you will safeguard the health and safety of all persons and premises under your control and guidance in accordance with the provisions of Health and Safety legislation and Rutland County Council's and Directorate codes of practice and procedures. You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.
- This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general areas of responsibility and grade of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

To support partnership working across education and social care by:

To support the work of Delivering Better Value (DBV) Action Plan:



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- Provide data and commentary for corporate (and other) monitoring and performance management purposes as directed.
- Provide case studies showing impact of improved processes and partnership working.

Behaviours and outcomes

To work collaboratively across Education and Social Care to ensure a joined up, consistent service that adds value to services provided to Children and Young people with SEND.

Be ambitious for Children and Young people with SEND and champion best practice in a range of settings to achieve the best outcomes.

To be a role model for the One Council ethos and values.

Respond to pressure and change – flexible and adaptable to sustain performance.

Build and manage relationships, share knowledge and skills to deliver shared goals.

Actively support new initiatives and try different ways of doing things.

Dimensions

No budget or line management responsibilities.



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JOB REQUIREMENTS

QUALIFICATIONS/TRAINING/EDUCATION

Essential	Method of Assessment *
Educated to level 6 or equivalent professional qualification	A/I

Desirable	Method of Assessment *
Professional qualification in the field of Education or Social work e.g. Qualified Teacher / Social Worker	A/D
Additional SEN professional training and qualifications	A/D

EXPERIENCE/KNOWLEDGE

Essential	Method of Assessment *
Experience of working with children / young people with SEND and a real understanding of the lived experience of a child and family with a disability.	A/I
Good knowledge and understanding of current children's services and future development.	A/I
Excellent working knowledge of SEN Regulations and practice.	A/I
Experience of undertaking assessments and completing formal and informal documentation to a consistently high standard.	A/I
Robust knowledge of what 'good' looks like in the context of an Education Health and Care Plan.	A/I
Experience of leading practice in this field.	A/I
Experience of leading meetings and case reviews.	A/I
Experience of problem-solving conflict resolution and mediation.	A/I
Up to date knowledge of legislation and guidance in relation to safeguarding children.	A/I



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Desirable	Method of Assessment *
Knowledge and experience of delivering a Person-Centered plan and process.	A/I
Experience of supervising practice in this field	A/I

SKILLS

Essential	Method of Assessment *
Experience in co-production – working with a range of stakeholders. Skills in partnership working and governance, e.g., Terms of Reference and Action Log./	A/I
Strong analytical skills and the ability to interpret and disseminate a range of assessment information.	A/I
Ability to influence others and drive improvement.	A/I
Methodical with a clear and concise writing style.	A/I
Lead training and multiagency meetings for collaborative learning from EHCP.	A/I
IT literate (Able to use Microsoft Office packages, and outlook).	A/I
Able to work under pressure and meet deadlines.	A/I
Able to prioritise effectively.	A/I
Good presentation skills.	A/I

Desirable	Method of Assessment *
Managing conflicting priorities	A/I



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EQUALITY AND DIVERSITY

Essential	Method of Assessment *
Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice.	A/I

OTHER

Essential	Method of Assessment *
Flexible in working patterns to fulfil commitments of the role and team.	A/I
Willingness and ability to visit other sites as and when required.	A/I

* **A = Application Form D = Documentary evidence I = Interview T = Test**

STRUCTURE

To be confirmed.

NOTE: These requirements must be reviewed each time this post becomes vacant. The reviewing manager must sign below. If changed, please submit both the original job description and amended job description to the Human Resources Department.

DATE	CHANGE - YES/NO	PREPARED BY (Name & Position Title)
21 st June 2024	New Post	Helga Spry-Shute, Service Manager SEND & Inclusion