**CURRICULUM VITAE**

**KAREN ELIZABETH SOUL**

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**Skills and experience**

I currently run my own business (K.S Associates) writing Education, Health and Care Plans (EHCPs) for both Local Authorities and parents of children/young people with Special Educational Needs. K.S Associates has written EHCPs for various Local Authorities, writing new EHCPs from an EHC Needs Assessment, Amending EHCPs and transferring Statements of SEN to EHCPs. The focus for K.S Associates is to write high quality EHCPs whilst completing them as quickly as possible.

I worked for Special Educational Needs Management for over 12 years in various roles and have extensive knowledge of SEN. I worked as an SEN Case Officer, Senior Case Officer, Statement Writer (for approximately 7 years) and as an EHCP Coordinator and SEND Implementation Officer. I have a significant knowledge of the legislation and processes as set out in the new Code of Practice relating to Part 3 of the Children’s and Families Act 2014 having worked on the SEND14 trial. I have also delivered training on writing statements/EHCPs and have trained new Statement Writing Officers and delivered training on writing EHCPs.

Please see below for more details of my skills and experience.

In my role as an EHCP Coordinator I was a point of contact for the child/young person and parents through the EHCP assessment; chairing Team Around the Family meetings when a request for assessment had been received; working with parents to co-produce person centred outcomes; attending panels as well as writing the EHCP document. I also liaised closely with SENCOs in schools giving advice around new the new legislation and processes, In addition to this I liaised with other professionals, including Education Psychologists, Advisory Teachers and health professionals. I was also involved in helping to develop systems and paperwork for the new process.

I also worked as a Statement Writing Officer and on a part-time secondment as the SEND 14 Development Officer working on the trial of the new processes and EHCP documentation in relation to the Children and Families Act 2014 and what was at that time, the indicative Code of Practice.

In my role as SEND 14 Development Officer I helped to develop and trial the business process around the new SEN legislation and indicative SEN Code of Practice. I was part of the group developing the EHCP document with the Local Authority, and attended some training sessions for writing EHCPS and around person centred planning. I prepared cases going through the statutory assessment process, as part of the trial, for the EHCP Multi-professional panels; attended and contributed to the EHCP multi-professional panels; and worked with schools advising them on the trial processes, documentation and person centred planning. I also had meetings with parents and SENCOs to discuss the needs of the child/young person and identifying person centred outcomes for the child/young person, then incorporating the information into the EHCP documents. I also communicated what worked well and what was more challenging with regards to the new processes and paperwork. I attended and contributed to the ‘South East 7’ Code of Practice feedback event and a SENCo feedback meeting for the trial. I provided some training for the SEN team on the new processes and kept them up to date of progress at team meetings. As part of the trial I was able to build up my knowledge of different aspects of the new legislation.

As Statement Writing Officer (SWO) my work included writing statements of Special Educational Need, which were often very complex; amending statements; completing working documents; meeting with parents to discuss the contents of the statements and their requests for provision, therapies and placements; responding to parent requests which included evidencing information in advice/reports; and liaising with parents, schools and other professionals such as health and social care in order to complete a document that all parties could agree upon.

I have excellent written English and communication skills, as well as competent ICT and typing skills.

I have trained new Statement Writers and have also carried out training with Case Officers on the Statements of Special Educational Needs. More recently I delivered training to the new EHCP coordinators and the Pathways team on writing EHCPS.

Through my experiences of working in school, nursing and working for SEN I have developed a deep interest in special educational needs and the impact it has for children, families, schools and for Local Authorities (with regard to the work involved and budget considerations). Through my experience as SWO and nursing I have built up a very good knowledge of the different needs, conditions, diagnoses, terms used and types of therapies, which are written into EHCPs.

Previous to this I worked as a Case Officer and as a Senior Case Officer. Work included carrying out the administrative processes of the statutory assessment process, Annual Reviews, SEN and placement panels, school applications and transport.

As Senior Case Officer my work included for example, coordinating and attending panels, supporting and managing the team of Case Officers and Assistant Case Officers, and dealing with the administration of pupils from other LEAs. It also included dealing with the more complex cases and complaints.

Previous to my employment with the Special Educational Needs Team, I worked in a maintained secondary school for six years, primarily attached to the Hearing Support Centre, where I supported students with profound and severe hearing loss, but also supporting other students with a wide range of needs including Asperger's Syndrome, learning and language difficulties and behaviour difficulties. This involved both supporting either individuals or a group of students in the mainstream classroom and teaching/tutoring individuals or small groups out of the classroom. In my last year working in the school I was a Form Tutor in charge of a Year 9 Tutor Group.

Whilst employed as a Learning Support Assistant in school I completed the City and Guilds Certificate in Learning Support and the Advanced Certificate in Learning Support, which included modules on the following areas:

* Supporting and Relating to Service Users.
* Supporting the Facilitation of Learning.
* Participating in the Planning and Management of Learning.
* Design Training and Development Sessions.
* Prepare and Develop Resources to Support Learning.
* Create a Climate Conductive to Learning.
* Facilitate Individual Learning Through Coaching.
* Evaluate and Develop Own Practice.

I have also carried out voluntary work in two primary schools, supporting in the classroom. This gave me a very clear insight into the demands placed on Primary School Teachers to meet the needs of all pupils in the classroom.

**Previous Employment History**

* SEND Implementation Officer from January 2015 (part-time secondment) to November 2015.
* EHCP Coordinator from September 2014 to December 2015.
* SEND14 Development Officer (part-time secondment) from November 2014 to August 31st 2014.
* Statement Writing Officer from February 2007 to August 31st 2014.
* Case Officer October 2006 to February 2007.
* Senior Case Officer June 2006 to October 2006 (Secondment).
* Case Officer January 2004 to June 2006.
* Learning Support Assistant September 1996 to December 2003.
* Voluntary work/no paid employment from 1991 to September 1996. Raising a family and working voluntarily in two different primary schools.
* Employed as a Nurse 1989 to 1990.
* December 1983 to 1989. No job - having and raising children.
* Student Nurse, Grampian Health Board, Scotland. January 1982 to December 1983.
* Waitressing. 1978 to 1979.
* Import and Customs Clerk, September 1976 to December 1977.

**Job Related/Professional Training**

* National Board for Nursing, Midwifery and Health Visiting for Scotland. Second Level Nursing 1983.
* City and Guilds Certificate in Learning Support July 1997.
* City and Guilds Advanced Certificate in Learning Support April 1999.
* ILM Team Leadership Training, Level Two, 2011.
* Various training with SEN teams, including EHCP coordinator training.

**Education and Qualifications**

* ILM Level 2 Team Leadership Training July 2011.
* City and Guilds Advanced Certificate in Learning Support 1999.
* City and Guilds Certificate in Learning Support. 1997.
* General Certificate of Education. Advanced Level - History C - 1994.
* National Board for Nursing, Midwifery and Health Visiting for Scotland. Second Level Nursing 1983.
* General Certificate of Education 1976.
Biology E
English Literature B
History B.
* RSA Certificate in Shorthand 1975. Pitmans Certificate in Typewriting and Shorthand.
* General Certificate of Education - 1974.
Geography.
Religious Studies.
Nutrition and Cookery.
* Certificate of Secondary Education - 1974.
Home Economics Grade 4.
Geography Grade 2.
History Grade 3.

**References:**

References can be provided on request.