

JOB PROFILE

Job title: EHCP CoOrdinator
Grade: (Scale point 32 – 35)
Job family: SEND
Directorate: Education
Reports to: Senior SEN Case Manager

VISION FOR ACHIEVING FOR CHILDREN

Achieving for Children is passionate about ensuring the best possible outcomes for children and young people and will deliver the services they need to live safe, happy, healthy and successful lives.

CONTEXT

Achieving for Children was created by the London Borough of Richmond upon Thames and the Royal Borough of Kingston upon Thames and is commissioned to deliver children's services on behalf of the two local authorities. Our vision for Achieving for Children is simple: by bringing together professional expertise from the two founding local authorities, and by putting children and young people at the heart of everything we do, we will be able to deliver improved outcomes for families and give children and young people the best start in life.

Achieving for Children is divided into seven key business areas: Children's Social Care; Education; Early Help; SEN and Disabilities; Health Partnerships; Standards and Improvement; and Finance and Resources. Each business area is led by a Director or Associate Director who reports to the Chief Executive Officer

Achieving for Children continually reviews its structure and business practices in order to provide the best possible services for children, young people and their families, in the most effective and efficient way. As a result, the key tasks in any job profile may be varied and the post-holder will be expected to take on such variations and duties consistent with the level of responsibility of the post.

Specific Role Context

To manage the Education Health and Care (EHC) Plan process to ensure that children and young people with SEND aged 0-25 receive appropriate assessments, services and provision from Education, Health and Social Care.

Job content is listed below:

- To have prime responsibility for coordinating the entire process with families to create an Education Health and Care Plan. This will include managing the EHCP Needs Assessment, presenting the request to the SEN Panel, coordinating assessments from other agencies and finalising the plan with families.
- To be responsible for a caseload as defined by the Service Manager.
- To support the Head of SEN in the preparation of the LA's cases for the SEN Tribunal.
- To improve customer satisfaction levels for the service.
- To act as a professional exemplar in carrying out all duties with a 'can do' attitude.
- To undertake statutory SEN assessment and placement processes in an efficient and timely manner, reaching appropriate placement decisions for children and young people aged 0-25.
- To work closely with service providers and families in order to ensure that the provision decreed in the EHC Plans is being effectively delivered and to take appropriate action where this is not the case.
- To meet with parents, schools and other agency representatives in order to negotiate, identify and develop positive solutions where children and young people have a complex range of needs.
- To ensure that performance standards and national indicators relating to the statutory EHC pathway and assessment process are achieved.
- To lead Annual Reviews and Transfer Reviews as required and to monitor systems for the management of Review processes.
- To take responsibility for managing the arrangements for Secondary and Key Stage transfer through liaison with the admissions team schools and parents
- To manage processes including Annual Reviews, Transition Reviews, provision and placement requests and requests to change parts of the EHCP.

Professional

VALUES AND BEHAVIOURS

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|---|-----------|-----------|
| Evidence that you put children and young people first. | Essential | Interview |
| Evidence that you work in partnership to improve services. | Essential | Interview |
| Evidence that you focus on quality and innovation. | Essential | Interview |
| Evidence that you listen and learn to develop the organisation. | Essential | Interview |
| Evidence that you champion inclusion and value diversity. | Essential | Interview |

QUALIFICATIONS AND EXPERIENCE

Qualifications

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|--------------------------------------|-----------|-------------------------|
| GCSE English and Maths or equivalent | Essential | Application & interview |
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Experience

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| Experience in drafting high quality documents in relation to statutory requirements. | Essential | Application & interview |
| Working within timescales. | Essential | Application & interview |
| IT skills. | Essential | Application & interview |
| Relevant experience within SEN. | Essential | Application & interview |
| Experience of promoting equality and diversity. | Essential | Application & interview |
| Experience of working in a multi-agency environment and partnership working. | Essential | Application & interview |

Knowledge, skills and abilities

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|---|-----------|-------------------------|
| Knowledge of the principles and practice of: <ul style="list-style-type: none">• Service providers across Education, Health and Social Care• Effective people management• Excellent customer service• Safeguarding issues• Equality and disability issues | Essential | Application & interview |
| Detailed knowledge of SEN law and the SEN Code of Practice. | Essential | Application & interview |
| Thorough knowledge of the services and agencies which might be involved in the EHC assessments and the EHC Plan delivery. | Essential | Application & interview |
| High level communication and customer service skills. | Essential | Application & interview |
| Ability to prioritise work. | Essential | Application & interview |
| Excellent written communication skills including ability to draft clear and concise plans. | Essential | Application & interview |
| Ability to work in a pressurised environment | Essential | Application & interview |

Evaluation dated:

This job profile is provided for guidance only. It will be updated and amended in accordance with the changing needs of the Council and the requirements of the role.