



EHCP Coordinator

Salary Spinal Point Range: 26-29 | Based in Kingston | Permanent | Full time

About the service

The SEND Service is responsible for managing the statutory functions involved in educational, health and care needs assessments and maintaining all Education, Health and Care Plans (EHCPs), whilst working collaboratively with the child or young person and their families, the educational setting and all other professionals involved.

About the role

Coordinators 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. Coordinators are responsible for a caseload as defined by the Service Manager and have prime responsibility for coordinating the entire process with families to create an EHC Plan. This will include managing the EHC Needs Assessment, presenting requests to the SEN Panel, coordinating assessments from other agencies, drafting and finalising the plan with families. As part of this process the coordinator will be expected to act as a professional exemplar in carrying out all duties with a 'can do' attitude and continue to improve customer satisfaction levels for the service. The coordinator will be expected 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, including being responsible for managing the arrangements for Secondary and Key Stage Transfer through liaison with the admission service, schools and parents/carers. Coordinators will work closely with service providers and families in order to ensure that the provision outlined in the EHC Plans is being effectively delivered and to take appropriate action where this is not the case. To support this coordinators will be expected to manage processes including Annual Reviews, Transition Reviews, provision and placement requests and requests to change parts of the EHCP. Coordinators are also expected to lead Annual Reviews as required and to input into monitoring systems for the management of all Review processes. As part of this role coordinators will be required 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.

About you: our role specification

Qualifications

- Educated to GCSE English and Maths or equivalent.

Skills and experience

- Knowledge of the principles and practice of; Service providers across Education, Health and Care; Effective people management; Excellent customer service; Safeguarding issues; Equality and disability issues.
- Detailed knowledge of SEN law and the SEN Code of Practice.
- Thorough knowledge of the services and agencies which might be involved in the EHC assessment and EHC Plan delivery.
- High level communication and customer service skills.
- Ability to prioritise work.
- Excellent written communication skills including ability to draft clear and concise plans.
- Ability to work in a pressurised environment.
- Experience in drafting high quality documents in relation to statutory requirements.
- Working within timescales.
- Good ICT skills.
- Relevant experience within SEN.
- Experience of promoting equality and diversity.
- Experience of working in a multi-agency environment and partnership working.

Personal attributes

- A passion for Achieving for Children's vision, mission and values to support children and young people to live safe, happy, healthy and successful lives.
- Strong organisational abilities including: time management, creative-thinking, problem-solving and multitasking.
- Personal determination, drive, energy and ambition to overcome obstacles, achieve challenging objectives, celebrate success and deliver excellent outcomes for children. Taking a strength based approach to managing situations.
- Commitment to resource-sharing and collaborative working within Achieving for Children and across organisational boundaries in the best interests of children and families.
- Outstanding communication and interpersonal skills that are open, honest, persuasive and pragmatic, including excellent negotiation and influencing skills.

The post holder will be expected to undertake other duties commensurate with the grade of the post, including deputising or or working flexibly across the week to meet the business demands. This job profile is provided for guidance only.

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