



# PfA EHCP Coordinator

Spinal Point Range: 26-32 | 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

Preparing for Adulthood (PfA) Coordinators manage the Education, Health and Care (EHC) Plan process to ensure that children and young people with SEND aged 14-25 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 SEND or SPI 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 duties in an efficient and timely manner, reaching appropriate placement decisions for children and young people aged 14-25, including being responsible for managing the arrangements for Phase Transfer and transitions through liaison with Social Care and Health services, schools/Colleges 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 and take forward any requests to change parts of the EHCP. Coordinators will lead Annual Reviews as required and input into monitoring systems for the management of all Review processes.

As a PfA Coordinator you will be expected to be aware of the requirements for the participation of young people over compulsory school age and to advise professionals on aspects arising from mental capacity issues; have prime responsibility to ensure that young people have an appropriate transition plan in place in line with statutory requirements; keep up to date with good practice on how young people with SEND experience transition, including advice and consultation with agencies within AFC.

# About you: our role specification

## Qualifications

- Educated to degree level or equivalent qualification/experience applicable to the role (teaching, education, children's services, social work, disability or psychology)

## Skills and experience

- Knowledge of the principles and practice of; Service providers across Education, Health and Care; Excellent customer service; Safeguarding issues; Equality and disability issues.
- Relevant experience and detailed knowledge of SEN law and the SEN Code of Practice, particularly in the area of Preparing for Adulthood.
- Thorough knowledge of the services and agencies which might be involved in the EHC assessment and EHC Plan delivery.
- Ability to prioritise work.
- Excellent written communication skills including ability to draft clear and concise plans and high quality documents in relation to statutory requirements.
- Ability to work in a pressurised environment, with high levels of resilience.
- Working within timescales and statutory deadlines.
- Experience of working in a multi-agency environment and partnership working, particularly with Adult Social Care Services and Vocational Pathways.
- Knowledge of support routes available to young people who are NEET.
- Ability to work autonomously using your own initiative to problem solve cases.
- Experience of working with young people and their families, using a variety of approaches
- An understanding of the importance of accountability and responsibility when making financial decisions involving public expenditure, and demonstrate this in your working practice.
- Experience of addressing specific equality or diversity issues within your practice with colleagues/service users and taking action to solve them.

## Personal attributes

- A passion for Achieving for Children's vision, mission and values (trust, value, respect) to support children and young people to live safe, happy, healthy and successful lives.
- Able to use a range of digital hardware or software to support your work effectively i.e. microsoft or Google software.
- 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 (open, honest, persuasive and pragmatic).

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

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