

Job Description and Person Specification

Senior EHC Plan Coordinator

Job Details	
Grade	9
Service	Statutory Assessment and Review Team
Location	One Friargate/Working from Home
Job Evaluation Code	

Coventry City Council Values
<p>We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:</p> <p>Open and fair: We are open, fair and transparent.</p> <p>Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be.</p> <p>Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing.</p> <p>Create and innovate: We embrace new ways of working to continuously improve the services we offer.</p> <p>Own and be accountable: We work together to make the right decisions and deliver the best services for our residents.</p> <p>Value and respect: We put diversity and inclusion at the heart of all we do.</p>

Job Purpose
<p>To work with the Statutory Assessment and Review Lead and wider Leadership Team contributing to the strategic and operational management of the service ensuring compliance across the service within legal framework of the Childrens and Families Act 2014 and Equality Act 2010 embracing the spirit of the SEN Reforms enabling all children and young people to aspire to an 'ordinary life'. To take responsibility for and manage implementation of the Education, Health and Care assessment and review process for an identified caseload of children and young people 0-25 including line managing a team of EHC Plan Co-ordinators and Plan Assistants. To contribute to the development of policy and practice across the service working to ensure consistency of best practice and equality across the team through robust moderation and review processes.</p>

Main Duties & Key Accountabilities
To support and line manage the work of the EHC Plan Co-ordinators and EHC Plan Assistants promoting their professional development and performance management in a supportive manner enabling the team to be effective.
To ensure robust and high-quality working practices in all statutory assessment processes, the delegation of SEND resources and the allocation of educational placements particularly special schools and Out of City placements.
To take the lead supporting the EHC Plan Co-ordinators in the submission of evidence informed paperwork in support of requests for access to LA High Needs funding and requests for statutory assessment.
To take the lead in conflict resolution, mediation and lead work for tribunals in situations where problems or conflict has arisen between service users which cannot be resolved at a local level.
To monitor case work across the service, supporting colleagues, particularly in complex and challenging cases.
To identify best local and national practice supporting the Lead for SEN to produce, implement and review annual service plans and reports using best practice systems to quality audit the work of the Statutory Assessment Team.
To take responsibility for day-to-day work within the team and longer-term development work to identify, devise and implement appropriate solutions.
To convene, lead and participate in multi-agency working groups as appropriate. Working to the longer-term goal of integrated assessment for children and young people with SEND. Working with all partners to ensure there is effective transition planning in place.
To be responsible for ensuring that the Local Offer relating to SEN and Disability is accurate, current and kept under review.
Responsibilities specific to Case work:
To manage a caseload of children and young people from 0-25 years through a collaborative and solution focused approach; being proactive, inclusive and supportive, ensuring the voices of the child, young person and family are at the heart of the decision-making processes, building the confidence of all stakeholders.
To make decisions in a legislative compliant manner to referrals from parents, educational settings for statutory assessments under the SEN Code 2014, overseeing communication to children/young people, parents and educational settings.
To develop high quality 'user friendly' EHC Plans. To also provide close oversight of plans produced by others to ensure quality.

To support processes for children and young people with EHCP's that are permanently excluded from school or at risk of exclusions including attendance at meetings and arranging future educational placements.
To liaise with educational settings when consulting for suitable placements, paying particular attention to the needs of the child and the LA's drive to keep children and young people in city where appropriate.
To ensure Out of City Annual Reviews are attended with close scrutiny of the quality of education, achievement of outcomes and safeguarding procedures. Ensuring that contracts are in place and placements represent value for money.
To co-ordinate and oversee the review of children and young people's progress, appropriateness of support, placement, EHC Plan and funding in a legislative complaint manner and in accordance with Coventry's agreed guidance on best practice.
To support the LA's ability to work within budget constraints.
To contribute and deliver training for staff in Coventry schools and other settings in relation to SEND ensuring that SENCo's are knowledgeable of Coventry's processes
To respond professionally to complex situations in virtual and face-to-face meetings and in written communication.
To take the lead in and work proactively in relation to disagreements or potential disagreements relating to Coventry's SEND Provision working across services to identify potential cases early taking appropriate action such as exploring options and consulting widely. To initiate mediation or local disagreement resolutions where necessary working with Legal Services and SEN Services to prepare and deliver robust tribunal cases when required.
To work closely with Social Care and Health and other agencies in support of Children in foster care, children in residential care and those with significant health needs.
Provide advice, support and challenge to Headteachers, staff, Governors, education services and members of the People Directorate in relation to SEND issues.
Any other duties and responsibilities within the range of the salary grade.

Key Relationships			
External:	Children and young people, parents/carers Schools, colleges and other educational settings Health Other Local Authorities Mediation Providers SENDIST Tribunal Police	Internal:	Service areas in Childrens Services e.g.: Social Care MASH Virtual School (for looked after children) Coventry Alternative Provision Team Legal Team

Standard Information
<p>Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.</p> <p>Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.</p> <p>Training The postholder must attend any training and undertake any development activities that are identified as mandatory/beneficial to their role.</p>

Responsible for
EHC Plan Co-ordinators/Plan Assistants

Person Specification	
Requirements	
Knowledge	The Education and Learning Service and the legislative and resourcing framework it operates within
Knowledge	Knowledge of the Equality Act and how this applies to education and learning

Knowledge	Relevant Education Acts and in particular the 2014 Children and Families Act, procedures for statutory assessment and placements of children/young people with special educational needs, SEN Code of Practice, national exclusions guidance
Knowledge	Understanding of issues relating to safeguarding adults and children and the role and activities of the Local Safeguarding Board
Knowledge	Good understanding of the agencies involved in working with children and young people with SEND
Knowledge	A sound working knowledge of education law and legislation relating to Admissions, school Attendance and Exclusions and the impact on pupils with SEND
Knowledge	A sound working knowledge of the needs of children/young people with complex special educational needs and disability and those with complex health needs
Knowledge	A sound working knowledge of the legal process for SENDIST tribunals
Skills And Ability	Highly developed oral, written communication skills and presentation skills for a variety of contexts. Able to produce written proposals, plans and statistical reports
Skills And Ability	The ability to assimilate, interpret and summarise detailed and complex information
Skills And Ability	Develops good relationships with others by behaving with integrity, treating people with respect and leading by example
Skills And Ability	To exercise judgement within complex and conflicting legislative requirements
Skills And Ability	To inspire confidence and able to work in partnership supporting and challenging when appropriate with a variety of partners (parents, headteachers, principals, support service staff, representatives of statutory and voluntary agencies)
Skills And Ability	To empathise with others and enable them to find ways forward in difficult situations displaying negotiation, conflict resolution and influencing skills
Skills And Ability	Able to Lead and inspire a team
Skills And Ability	Good organisational and project management skills, and the ability to work well under pressure to meet deadlines
Skills And Ability	Efficient management of resources

Skills And Ability	Able to adapt to change, identify good practice and disseminate across teams
Skills And Ability	Operate effectively on own initiative in new and challenging areas of work.
Experience	Experience in a post of responsibility within an educational establishment including leading staff
Experience	Of presenting information in public and formal meetings
Experience	Of working in a SEN service or vulnerable groups service
Experience	Experience of sharing specialist knowledge with colleagues in order to support their practice
Qualification	Qualified teacher status is desirable Degree or equivalent plus additional training and/or qualification in a related area of SEND and at least 6 years post qualification experience
Special Requirements	This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).

Declaration			
Reviewed by:	Sharon Cassidy		
Job Title:	StAR Team Lead	Date:	08/04/2025