Coventry City Council

Job Description and Person Specification

Educ Health & Care Plan Asst

Job Details	
Grade	GRD4
Service	SEND & Specialist Services
Location	City Wide
Job Evaluation Code	A5835

About Coventry City Council

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:
Open and fair: We are open, fair and transparent.
Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be.
Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing.
Create and innovate: We embrace new ways of working to continuously improve the services we offer.
Own and be accountable: We work together to make the right decisions and deliver the best services for our residents.
Value and respect: We put diversity and inclusion at the heart of all we do.

Job Purpose

As an Education Health & Care Plan Assistant, you will support the statutory assessment of children and young people with special educational needs. Your IT expertise and knowledge of legislation will ensure accurate and efficient administration, contributing to the completion of Education, Health and Care Plans. Collaborating with stakeholders, you will provide essential support and advice, upholding Coventry City Council's commitment to inclusive and high-quality service delivery.

Main Duties & Key Accountabilities

Managing and monitoring administrative tasks for EHC needs assessments, ensuring compliance with statutory deadlines
Serving as the initial contact for parent enquiries, providing advice and support during the EHCP assessment and review processes
Conducting low-level casework under guidance, in line with the role's grade
Organising and documenting Annual Reviews for pupils with EHC Plans, managing related administrative tasks
Handling the administrative aspects of amending EHC Plans under EHCP Coordinator instruction
Overseeing administrative procedures for pupil placements, permanently excluded pupils ensuring accurate data entry and financial system recording.
Coordinating administrative tasks for all transition pupils, maintaining accurate records
Managing administrative duties for new-to-City and pupils moving out of city with EHC Plans, tracking admission progress and transfer of documents.
Administering arrangements for pre-school pupils, including admissions to Enhanced Resource Nurseries
Referring pupils to alternative provision as directed, maintaining partnerships with involved agencies
Overseeing administrative systems for specialist placement planning, including special schools
Generating statistical reports on EHC Plan pupil numbers and transitions, ensuring accurate funding band records
Advising on travel assistance requests and embracing IT for tracking deadlines, maintaining up-to-date pupil files

Key Relationships	
External:	Families Children and Young people, Health, schools, Further education, Early years settings, Alternative provision, community partners, SENDIST
Internal:	Children's Services, Legal, Educational Entitlement, CAP, PTS, Access, Taxis team, Adult Education

Standard Information

Coventry City Council

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. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.
● attending any training and undertaking any development activities that are identified as mandatory/beneficial to their role.
● any other duties and responsibilities within the range of the salary grade.

Responsible for
No People Management Responsibilities

Person Specification				
Requirement Type	**Int**	**App**	**Ass**	**Requirement**
Knowledge				Have an understanding of IT systems relevant to supporting assessments for pupils with special educational needs, exclusions, and safeguarding
Knowledge				Possess knowledge of national legislation and policies including the Children and Families Act 2014 and SEND Code of Practice 2015
Knowledge				Be aware of data protection and information sharing legislation as it applies to children's services
Skills And Ability				Be able to communicate effectively with a range of individuals including parents, young people, and professionals
Skills And Ability				Possess a good level of IT proficiency for accurate data management and analysis
Skills And Ability				Be able to plan and prioritise work, and operate effectively under pressure with minimal supervision
Experience				Have experience using databases and Microsoft Office applications such as Excel, Word, and Outlook

Experience				Be experienced in analysing performance data and providing clear summaries to colleagues and stakeholders
Experience				Have a background in providing technical administrative support and service user assistance in a busy environment
Experience				Be accustomed to dealing with a diverse customer base and resolving queries efficiently
Qualification				Possess a good standard of education, including at least a Level 2 English and Maths qualification