

Job Description and Person Specification

Specialist - EHC Plan Coordinator

Job Details	
Grade	Grade 8
Service	Statutory Assessment and Review Service
Location	Friargate Floor 9
Job Evaluation Code	A6332

Coventry City Council Values
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
To work within the SEN Team and with colleagues across wider education services to ensure that children with SEND from vulnerable groups receive their educational entitlement. This will be achieved through: • Oversight and responsibility for pupils receiving their education through EOTAS (Education otherwise than in a school or college setting) and children not on the roll of a school or college. • Arranging and attending annual reviews ensuring a 'person centred' approach and parents/carers are fully involved throughout the process. • Supporting families and educational settings through the Education Health and Care needs assessment process producing high quality EHCP's for children and young people 0-25 years ensuring compliance with the C&F Act 2015 and Equality Act 2010.

Key Responsibilities and Accountabilities

Responsibility for a caseload of children and young people from 0-25 years through a collaborative and solution focussed approach. Ensuring the voice of the child/young person and family are at the heart of decision making, building confidence of all stakeholders; acting proactively with an inclusive approach.

Identifying suitable bespoke alternative educational packages and consulting for new placements

Arranging and regularly reviewing pupils who are not on the roll of a registered school or college to ensure Statutory compliance of safeguarding duties and the Local Authority's duty to provide a 'suitable education'.

Scrutinising the quality of education being provided, achievement of outcomes to identify cases which require a change of provision or escalation to senior management, making appropriate referrals to other agencies.

Making decisions regarding the suitability and legality of educational provision and amending packages of provision as required. Having regard to the local authority's duty to secure an "efficient education" for all pupils with EHC Plans, alongside the duty to deliver value for money.

Undertaking quality assurance visits to education providers to determine the suitability and quality of provision.

To develop high-quality person-centred EHC Plans and support peer reviews of other EHC Plans to ensure quality and consistency and timeliness of new assessments. Providing advice and information to families about personal budgets.

Ensuing professional advice is gathered, person-centred annual reviews held and that information shared through this is used to update EHC Plans and secure appropriate provision.

Working as part of a multi-agency team to provide holistic support for young people with EHCPs who are not on the roll of an educational setting.

Responsibility for accurate and timely recording of casework and statutory work to support accurate data recording and reporting.

To proactively support local disagreement resolution and mediation services, to support the resolution of disagreement acting on the agreed outcomes. This will include preparing evidence for Tribunals.

To develop systems and effective processes to ensure the Council can meet its statutory functions in relation vulnerable groups of pupils with EHC Plans. Ensuing all stakeholders involved within this arena are knowledgeable of Coventry's statutory processes.

Providing accurate data reports of children and young people from vulnerable groups to senior managers identifying trends to inform future planning. Including the development and dissemination of robust procedures to support this area of work.

Key Relationships

External:	Families, children and young people Schools/ education settings Alternative provision providers Tutoring companies Health partners and providers Third Sector organisations DfE Other Local Authorities	Internal:	The STAR Team Head of SEND Social Care Coventry Alternative Provision Family First Support workers Education Legal team
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Standard Information

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 undertake 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

Not responsible for line management

Person Specification	
Requirements	
Knowledge	Knowledge and understanding of how educational settings—particularly schools—operate and are managed
Knowledge	Understanding of recent national developments in relation to the SEND reforms affecting Local Authorities, schools and the impact these have on outcomes for vulnerable groups
Knowledge	In depth knowledge of SEND legislation specifically the Childrens and Families Act, The SEND regulations, and the SEND Code of Practice, The Equalities Act
Knowledge	In depth knowledge of legislation relating to children and young people not on the roll of a school, part-time timetables including EOTAS
Skills And Ability	Able to take professional ownership of service aims and objectives and to be able to deliver them
Skills And Ability	Able to work collaboratively with colleagues, Senior Managers, other agencies and stakeholders developing strong partnerships with both internal and external partners to support service delivery
Skills And Ability	Able to communicate effectively with a variety of audiences and provide high quality, constructive feedback. Able to support young people and families in a 'person-centred co-produced' way.
Skills and Ability	A passion for inclusion, supporting vulnerable people whilst working within legislative and financial frameworks
Experience	Experience of case management and multi-agency working within a statutory service
Experience	Experience of working in the field of SEN and Inclusion with children and families
Experience	Evidence of successful integrated working with colleagues across services and partner agencies to promote the best interest of children and young people/adults with disabilities and/or special educational needs
Experience	Experience of using data and feedback to inform the development and improvement of services for children/young people and adults with special educational needs and/or disabilities

Qualification	Excellent communication and written literacy skills evidenced by being qualified to a minimum of Level 3/A levels. Desirable – SEND Specific qualification
Special Requirements	Ability to travel throughout the city

Declaration			
Reviewed/created by:	Sharon Cassidy		
Job Title:	Lead for SEND Assessment & Review SEND & Specialist Services	Date:	April 2026