

Job Description and Person Specification

EHC Plan Coordinator

Job Details	
Grade	7
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 within the Statutory Assessment and Review Team contributing to the performance and effective delivery of the Local Authority's Special Educational Needs Service. This includes:</p> <ul style="list-style-type: none"> • Responsible for a caseload of pupils, supporting schools and other educational settings through the Education Health and Care Assessment Process. • Attending annual reviews and transition reviews in schools and other educational settings ensuring a 'person centred' approach and parents/carers are fully involved throughout the process. • To produce high quality EHCPs for children and young peoples across the 0-25 age range ensuring compliance with the Childrens and Families Act 2014 and the Equality Act 2010.

- To be responsible for co-ordinating and monitoring bespoke educational programmes for young people who benefit from an alternative educational programme.
- To monitor cases funded through personal budgets reviewing outcomes and value for money.

Main Duties & Key Accountabilities

To be responsible for 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 decision-making processes, building the confidence of all stakeholders.

To support and make decisions in a legislative compliant manner to referrals from parents/educational settings for statutory assessments under the SEN Code of Practice, delivering effective communication to children/young people, parents and educational settings.

To develop high quality 'user friendly' EHC Plans. To work with other members of the team to peer review the quality of EHCP's.

On a daily basis to direct the work of their link Education, Health and Care Plan Assistant ensuring they are meeting the administrative timelines for tracking new EHCP's and annual reviews.

To support processes for children and young people who have EHC Plans that are at risk of permanent exclusion or permanently excluded. Attending meetings where appropriate and assisting in arranging future educational placements.

To identify and 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 work with voluntary, statutory and private sector partners to ensure that services are meeting the needs of children and families appropriately, within the available resources.

To ensure Annual Reviews are attended with close scrutiny of the quality of education, achievement of outcomes, appropriateness of placement/provision and safeguarding procedures in a legislative compliant manner.

To ensure that staff in Coventry schools, Independent schools and other settings in relation to SEND are knowledgeable of Coventry's processes.

To respond professionally and communicate effectively with parents/young people in both face to face meetings and in written communication.

To effectively utilise Capita and other recording systems to ensure statutory deadlines can be tracked and recording is accurate.

To proactively work with arbitration services in relation to disagreements relating to Coventry's SEND Provision working with legal, SENDIASS and mediation services taking appropriate action.

To support Senior EHC Co-ordinators to prepare robust tribunal cases.

To provide advice, support and challenge to Headteachers, staff, Governors, education services and contribute and deliver training for staff in Coventry schools/other settings 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 Police SENDIST Tribunal	Internal:	Service areas in Childrens Services e.g.: Social Care MASH Virtual School (for looked after children) Coventry Alternative Provision Team Legal Team Adult Social Care
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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.

Training

The postholder must attend any training and undertake any development activities that are identified as mandatory/beneficial to their role.

Responsible for
N/A

Person Specification	
Requirements	
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, The Equality Act 2010, understanding of alternative educational provision and the supporting legal frameworks
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 and the agencies involved with SEND
Knowledge	A sound working knowledge of the legal process for SENDIST tribunals
Knowledge	Understanding of issues relating to safeguarding adults and children and the role and activities of the Local Safeguarding Board
Skills And Ability	Excellent communication skills – both oral and written with an empathetic approach to the impact of SEN on children and their families
Skills And Ability	A passion for inclusion, supporting vulnerable people whilst working within legislative and financial frameworks
Skills And Ability	To empathise with others and enable them to find ways forward in difficult situations displaying negotiation, conflict resolution and influencing skills to bring about the desired outcomes to meet the needs of pupils with SEN
Skills And Ability	Able to work under pressure with competing demands
Skills And Ability	The ability to support and challenge other colleagues by providing specialist knowledge, advice and guidance
Skills And Ability	Must be willing to travel to schools and settings across the city.

Experience	Experience of working in the field of SEN and Inclusion with children and families, monitoring off site education
Experience	Experience of case management and multi-agency working
Experience	Experience of sharing specialist knowledge with colleagues in order to support their practice
Qualifications	Educated to at least A level standard Excellent standard of English Professional Qualification in SEN desirable but not essential
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 Leader	Date:	08/04/2025