

Job Description and Person Specification

EHC Plan Assistant

Job Details	
Grade	4
Service	Statutory Assessment and Review Team
Location	One Friargate/Working from Home
Job Evaluation Code	A5835

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>Under the direction of the SEN Assessment and Provision Manager and link Education Health and Care Plan Coordinator, to provide a high quality, customer-focussed service to all service users and stakeholders of the Integrated 0 to 25 SEN Service. To support the Senior EHCP Co-ordinators and EHCP Co-ordinators in all areas of administrative work covered by the statutory assessment and provision team, specifically relating to the statutory assessment of children and young people with special educational needs and associated work for SEN pupils excluded from school, or Electively Educated at Home by their parents as required.</p>

Main Duties & Key Accountabilities
<ul style="list-style-type: none"> To undertake the associated administrative tasks related to the EHC needs assessment procedures for children and young people undergoing a statutory assessment of their special educational needs, as directed by the Education Health and Care Plan Coordinators
<ul style="list-style-type: none"> To be first point of contact for parents' enquiries arising from an EHCP needs assessment, review, amendment or provision and relevant agencies, professionals and involved in the processes and offer advice and support as appropriate
<ul style="list-style-type: none"> To undertake low-level casework as directed and commensurate within the grade of the role
<ul style="list-style-type: none"> To monitor and robustly chase the progress of statutory assessments, in liaison with Education Health and Care Plan Coordinators, to ensure compliance with statutory deadlines for their completion are met
<ul style="list-style-type: none"> To arrange and log Annual Reviews for pupils with EHC Plans and deal effectively with associated administrative arrangements. Under the instruction of EHCP Coordinators, to be responsible for the administrative arrangements for the amendment of EHC Plans
<ul style="list-style-type: none"> To be responsible for the administrative arrangements for the placement of pupils within and out of city schools and colleges, in liaison with Education Health and Care Plan Coordinators and to ensure that placements have management approval, are accurately entered on Capita and any financial systems as required, and that any changes to arrangements are promptly and accurately recorded for data monitoring and financial forecasting purposes
<ul style="list-style-type: none"> To be responsible for the administrative arrangements for the transfer of pupils in Year 6
<ul style="list-style-type: none"> To be responsible for administrative arrangements for pupils with an EHC Plan who are new to City and to track and report on the progress of securing admission to appropriate provision
<ul style="list-style-type: none"> To provide administrative support in response to the Local Authorities duties for pupils with EHC Plans who are permanently excluded including data entry, monitoring and securing relevant exclusion information from schools
<ul style="list-style-type: none"> Referring pupils to alternative provision as directed
<ul style="list-style-type: none"> Foster good partnerships with all agencies involved in the EHC needs assessment process, including schools, advice providers, support agencies and families
<ul style="list-style-type: none"> To be responsible for the overview of and administrative procedures in place relating to provision planning for specialist placements including special schools

<ul style="list-style-type: none"> • Ensure the accurate and timely recording of funding bands to enable the accurate allocation of high needs funding to schools
<ul style="list-style-type: none"> • To provide advice and support as appropriate with travel assistance requests
<ul style="list-style-type: none"> • To fully embrace the use of IT to support tracking statutory deadlines utilising Capita, Protocol, I@W and other administrative systems
<ul style="list-style-type: none"> • Accurately maintain and develop databases and central spreadsheets and ensure that information technology is embedded in the business processes of the team
<ul style="list-style-type: none"> • To ensure that pupils' electronic files are always up-to-date
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		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
N/A

Person Specification	
Requirements	
Knowledge	IT systems and their uses, in particular software systems to support the assessment of pupils with special educational needs, exclusions/managed transfers and safeguarding processes
Knowledge	National legislation and policies including the Childrens and Families Act 2014, SEND Code of Practice 2015, belonging regulations for looked after pupils and pupils educated at home by their parents/carers
Knowledge	National legislation and policies related to information sharing and data protection as they relate to a children's services environment
Skills And Ability	Good communication and interpersonal skills, both written and verbal to deal with parents and carers, young people, schools and other agencies
Skills And Ability	Interpret complex regulations and guidelines and relate these clearly to colleagues and clients
Skills And Ability	Good level of IT skills to ensure precision and accuracy for data input and retrieval. Able to analyse and interpret data and information and summarise findings clearly to colleagues, schools, other agencies and stakeholders
Skills And Ability	Able to plan and prioritise own work to meet conflicting deadlines
Skills And Ability	Work under pressure, with minimum supervision and to deadlines effectively and confidently
Experience	Experience of using databases, and Microsoft packages such as excel, word and outlook
Experience	Analysis of performance monitoring information of a wide range of technical administrative based duties
Experience	Used to supporting service users and professionals collaboratively in a very busy service able to confidently offer advice and information
Experience	Of dealing with a wide range of customers in order to handle and resolve queries
Experience	Working with a minimum of supervision and able to plan and prioritise a busy workload

Qualification	A good standard of education including qualifications in English and mathematics at a minimum level of GCSE current grade 4-9 (previous grade A-C) equivalent.
Special Requirements	

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