



Coventry City Council

## Job Description

<b>Job Title:</b>	Education, Health and Care (EHC) Plan Co-ordinator – Post 16	<b>Job Number:</b>	L9201D
<b>Services:</b>	Statutory Assessment and Review Team	<b>Grade:</b>	7
<b>Location:</b>	Friargate		

### Our 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.

### Job Purpose:

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:

- to be responsible for a caseload of pupils supporting schools, FE Colleges, Training Providers and other educational settings through the Education Health and Care Assessment Process. Attending transition reviews and annual 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 EHCP's 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 ensure EHCP's are updated within statutory timescales following annual/transition reviews and remain appropriate.

### Main Duties and Responsibilities:

1. 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.
2. To support and make decisions in a legislative compliant manner to referrals from parents, educational settings for statutory assessments under the SEN Code 2014, delivering effective communication to children/young people, parents and educational settings.



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3. To develop high quality 'user friendly' EHC Plans. To work with other members of the team to peer review the quality of EHCP's.
4. 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 transfers.
5. To support processes for children and young people with EHCP's that are permanently excluded from school/college or at risk of and assist in arranging future educational placements.
6. To identify and liaise with educational settings when consulting for suitable placements, paying particular attention to the needs of the child/young person and the LA's drive to keep children and young people in Coventry where appropriate.
7. 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/Transition 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.
8. To ensure that staff in Coventry schools, Independent schools, FE Colleges, Training Providers and other settings in relation to SEND are knowledgeable of Coventry's processes.
9. To respond professionally and communicate effectively with parents/young people in both face-to-face, online meetings and in written/verbal communication.
10. To effectively utilise Capita and other recording systems to ensure statutory deadlines can be tracked.
11. 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.
12. To support Senior EHC Co-ordinators to prepare robust tribunal cases.
13. 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.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required

- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

**Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

**Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

<b>Responsible for:</b>		<b>Responsible to:</b>	<b>Senior Education Health and Care Plan Coordinator</b>
<b>Date Reviewed:</b>	<b>January 2017</b>	<b>Updated:</b>	<b>August 2022</b>



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## Person Specification

<b>Job Title:</b>	Education, Health and Care (EHC) Plan Co-ordinator – Post 16	<b>Job Number:</b>	L3053D
<b>Services:</b>	Statutory Assessment and Review Team	<b>Grade:</b>	7
<b>Location:</b>	Friargate		

Area	Description
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<b>Knowledge:</b>	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
	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
	A sound working knowledge of the legal process for SENDIST tribunals
	Understanding of issues relating to safeguarding adults and children and the role and activities of the Local Safeguarding Board
	A secure understanding of the Post 16 education landscape and the new SEND responsibilities on Post 16 education providers

<b>Skills and Abilities:</b>	Excellent communication skills – both oral and written with an empathetic approach to the impact of SEN on children and their families
	A passion for inclusion, supporting vulnerable people whilst working within legislative and financial frameworks
	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
	Able to work under pressure with competing demands
	The ability to support and challenge other colleagues by providing specialist knowledge, advice and guidance
	Must be able to drive

<b>Experience:</b>	Experience of working in the field of SEN and Inclusion with children and families; particularly in the field of post 16 education
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	Experience of case management and multi-agency working
	Experience of sharing specialist knowledge with colleagues in order to support their practice

<b>Educational:</b>	Educated to at least A level standard
	Professional Qualification in SEN desirable
	A Careers qualification is desirable
	Excellent standard of English and Maths

<b>Special Requirements:</b>	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).
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<b>Date Reviewed:</b>	<b>January 2017</b>	<b>Updated:</b>	<b>August 2022</b>
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