

Job specification



Job title: EHCP Coordinator

Service: Special Educational and Disabilities Team (SEND)

Grade: G10

Reporting to: Commissioning and Hub Manager

Your job

To be an effective member of the Special Educational Needs and Disability Service (SENDS) providing supervision and guidance to the SENDS Assistant EHC Plan Co-ordinators that will enable the Authority to meet its statutory duties in relation to the assessment, placement and monitoring of children and young people with SEND, in accordance with the Children and Families Act 2014 and the revised SEND Code of Practice.

The Council is committed to complying with the European General Data Protection Regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection Regulations.

In this job you will

On an ongoing basis you will:

- Leading and supporting colleagues and managers in fulfilling the Council's statutory responsibilities in respect of the identification, assessment and provision for children and young people with special educational needs and disabilities
- Leading EHC casework, and the effective management of an efficient statutory assessment service for children and young people
- Working in partnership with children, young people and parent carers to co-produce the EHC Plan
- Working in partnership with other services across education, health and social care, school and colleges to secure suitable provision for children and young people, which meets their specific needs
- Leading on the commissioning and negotiation of maintained, non-maintained and independent specialist provision to meet the needs of children and young people. To ensure that the funding for high needs learner is maximised and used appropriately to meet the needs of all learners with high needs and those with SEN Support in school and college
- To oversee and appropriately challenge how the high needs funding is utilised on an individual pupil / whole school basis.
- Developing and implementing, solution focussed strategies that encourage the exchange of information and ideas with parents/carers, voluntary groups and appropriate agencies
- Contributing to the development, initiation and review of SEN and Disability policies and provision for pupils with SEN and Disability to ensure that these policies are implemented in practice
- Responsible for the leadership and management of SEND EHCP Assistants
- Support the SENDs and Inclusion Strategic Lead to secure appropriate provision for children and young people that have been excluded from school

- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

In this job you will need

You must be able to demonstrate the following essential requirements:

- To have a thorough knowledge of the Part 3 Children and Families Act 2014 and the SEND Code of Practice and provide training, advice and guidance in their application to members of the team and wider services including schools, colleges and other settings
- A working knowledge of exclusion legislation and local policies
- To deliver a person-centred service, ensuring that children, young people and their parents / carers are fully involved in the EHC process
- To work in a multi-agency arena, ensuring that all relevant assessments and reports are sought, received and utilised for EHC assessments and in EHC plans
- To have a good working knowledge of schools SEND and SEN Support needs and to work in partnership with schools to manage those needs
- To maintain compliance with statutory obligations and ensure quality and consistency in all aspects of the EHC pathway including in drawing up EHC plans and chairing EHCP Meetings
- To represent the service at Annual Reviews and other meetings regarding individual children and young people with SEND taking responsibility for decisions on behalf of the Council, appropriate to the level of delegated responsibility
- To review annual review documentation and to agree recommendations in collaboration with the setting, the child, young person and their parents/carer with regards to future required provision, ceasing or amending the plan.
- To promote personalisation, supporting the development of greater choice and control for families
- To have a working knowledge of the Local Offer and promote to families, professionals and other partner services
- To attend and participate in EHC and other panel / management meetings as required
- Support schools at the earliest point to identify and support children and young people with SEN e.g. attendance at RDP meetings
- To ensure, in negotiation with school staff, support teams and other colleagues, that children and young people with SEND receive appropriate provision throughout the curriculum and that dedicated funds are being utilised appropriately
- To have a working knowledge of early years systems school-based systems, post 16 systems, including delegated funding and to signpost schools, colleges and other partners to sources of appropriate support.
- To have a working knowledge of social care and health systems which contribute to the EHC pathway.
- To assist the First-Tier Tribunal SEN and Disability process by drawing up the Authority's Statement of Case, attending meetings with legal and other representatives and ensuring adherence to prescribed timescales
- To act as the first point of contact in respect of complaints against SEN Assessments with a view to seeking positive and fair resolution of grievances

- To represent the People Directorate; as a member of the SENDs service at meetings on occasions as may be required by the Hub Pathway Manager or SEND and Inclusion Strategic Lead
- To deliver customer focused services to ensure a high level of customer satisfaction
- To display the BeWigan Behaviours and embrace the behaviours expected of BeWigan Managers.

Our culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **Be Wigan** behaviours.

Be Positive... take pride in all that you do

Be Accountable... be responsible for making things better

Be Courageous... be open to doing things differently

Individuals with line management responsibilities are also expected to ...

Inspire... lead by example and help others to see the big picture

Care... show genuine concern for people as individuals and value their contributions

Engage... I connect with others both within and beyond the organisation

Staff Deal

Our Staff Deal is an informal agreement with all staff. It outlines what you can expect from us, and in return what we expect from you

Our part

- Provide strong, honest and visible leadership
- Reward your commitment and hard work
- Care for your health and well being
- Listen to you and put your ideas into action
- Support you to give something back
- Offer opportunities to learn and grow
- Be one team, one council
- Believe in you

Your part

- Listen, be open, honest and friendly
- Be efficient, flexible and professional
- Care for your health and stay active
- Tell us how we can improve
- Give something back whenever you can
- Take opportunities to learn and grow
- Be one team, one council
- Believe in yourself and our borough