

Job Description & Person Specification

Post Title: EHC Coordinator	Grade: BR10-11
Department: Children, Families, and Education	Division: Special Educational Needs
Post No: 2081	Reports to: Senior EHC Coordinator / SEN Team manager (New assessments / 0-13 / 14-25)

MAIN PURPOSE:

1. To manage the statutory assessment process and undertake relevant casework for an identified caseload of children and young people aged 0-25yrs who have SEND, resulting in quality assured and outcome focused Education Health and Care Plans.
2. To monitor the annual review cycle of EHC Plans for an identified caseload of children and young people aged 0-25yrs, attending reviews as required and ensuring the outcome of the review is appropriately managed in line with statutory timescales under the Children and Families Act 2014 and the SEND Code of Practice.
3. To lead on identifying appropriate provision outlined within the EHC Plan for children and young people aged 0-25yrs who have SEND, working in a multi-disciplinary way with education, health and care services.
4. To actively contribute to the development of good working practice and expertise that supports the Council's statutory duties under the Children and Families Act 2014 and the SEND Code of Practice 2015.

SUMMARY OF RESPONSIBILITIES AND DUTIES:

1. Manage a caseload of children and young people who have SEND, which can involve frequently changing circumstances and conflicting priorities.
2. Use a variety of approaches and skills to engage with and establish effective relationships with children and young people and their families, enabling them to be fully involved in contributing to the EHC statutory process.
3. Develop high quality and outcome focused Education Health and Care Plans in line with the statutory requirements outlined in the SEND Code of Practice 2015.
4. Identify and arrange appropriate placements for children and young people who have undergone a statutory assessment or are moving settings, ensuring the appropriate support is in place to meet individual needs.
5. Signpost to support from outreach teachers and other appropriately qualified staff in the local area (e.g. SLT, OT, physio, EP, CAMHS) where specific needs arise on their caseload.
6. Work together across a range of services (including social care and health) and providers to develop individualised packages where required, including the use of personal budgets.

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7. Undertake the necessary procedures when children and young people with EHC Plans either move into or out of the borough.
8. Attend reviews where required, with particular regard to phased transitions, placements at risk and change of provision, liaising with colleagues across the SEN service as appropriate to provide support and guidance.
9. Consider recommendations from annual reviews, ensuring the process is appropriately managed in line with statutory timescales under the Children and Families Act 2014 and the SEND Code of Practice 2015.
10. Monitor placements for an allocated cohort of children and young people, ensuring the provision in place is meeting their identified needs, working in partnership with providers, providing support and challenge where required.
11. Prepare documentation, presenting robust and evidence-based recommendations to decision making panels, carrying out follow up casework as required.
12. Provide information on individual cases that supports with the preparation of documentation for mediation and tribunal appeals to the Special Educational Needs Tribunal or complaints to the Local Government Ombudsman (LGO).
13. Input as appropriate to SEN IT systems to support the effective and timely collation of data that contributes to the services key performance indicators.
14. Promote high standards of practice in safeguarding, following agreed policies and procedures when there are concerns that need to be acted upon, undertaking relevant training and professional development to ensure knowledge, skills and understanding of matters relating to special educational needs and disabilities, inclusion and professional practice remains up to date.
15. Work within professional standards and ethical boundaries, maintaining confidentiality and managing information in line with London Borough of Bromley professional practice guidelines and GDPR legislation.
16. Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Department.

To progress to BR11 grade, colleagues will:

17. Issue, track, and respond to consultations to settings, under the supervision and guidance of their Senior Coordinator / Team Manager, having only occasional assistance from Business Support.
18. Issue Draft and Final EHCPs, having only occasional assistance from Business Support.
19. At least twice a year, visit settings in-person, to ensure a human relationship is built between the LA and local and strategically key schools.
20. To undertake, where there is dispute on the content of the EHCP either from new assessment or from an Annual Review, early-stage dispute resolution meetings, before formal mediation and appeal.

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21. Ensure that SEN placement and finance arrangements are in place for every child on their allocated caseload, with twice-yearly review in line with school and setting meetings.
22. Deputise where needed and appropriate for the Senior EHC Coordinator.

CONTACTS AND RELATIONSHIPS:

1. To represent the SEN Service and local authority as required.
2. Provide a high quality service to partners, providers and stakeholders (including children, young people and families).
3. Establish and maintain effective working relationships with internal colleagues across education, social care and health in order to provide a holistic support service for children, young people and their families.
4. Establish and maintain effective working relationships with external partners and providers in order to ensure children and young people are appropriately supported.

MANAGEMENT AND LEADERSHIP:

1. Fully and positively participate in the Councils performance management system in order to develop and enhance personal and service performance.
2. Commitment to an organisational culture and the development of services that value equality and diversity.

EQUALITIES:

1. Implementation of the Council's equal opportunities policies and its statutory responsibility with regard to other individuals and service delivery.

	Date	Name
1. Date drawn up	04/03/2025	
2. Given to Post holder		
3. Confirmed by Line Manager		
4. Evaluated		
5. Uploaded onto Resourcelink		

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SKILLS & ABILITIES

1. Good communication and interpersonal skills - both oral and written - the ability to communicate effectively with a wide variety of people, including children and young people
2. Negotiation and conflict resolution skills.
3. Ability to organise, prioritise and maintain a complex workload.
4. High quality report writing and presentation skills.
5. Good IT skills.
6. The ability to interpret professional reports.
7. Understanding of high-quality service delivery.
8. Ability to work across a range of providers and partners.
9. Active commitment to a culture of innovation, including a willingness to challenge traditional ways of working.

KNOWLEDGE

1. Working knowledge and understanding of the Children and Families Act 2014 and SEND Code of Practice 2015.
2. Knowledge of policy changes across education, health and care.
3. A good knowledge of safeguarding legislation related to disabled children, young people and their families.
4. Strong principles of person centre planning practices.

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EXPERIENCE

1. Experience of working with children, young people and families.
2. Understanding of special educational needs and disabilities within an educational landscape.
3. Experience of conflict resolution.
4. Experience of working across a range of providers and partners.

QUALIFICATIONS

1. Good level of education and demonstration of relevant work experience.

SPECIAL REQUIREMENTS

1. Must be able to travel both within and outside of the borough.
2. Requires Enhanced DBS.