Job Profile

EHCP Case Coordinator

Grade: 7 (21-25) £33,143 – 36,363 Date created: June 2017 v2 Oct 2026

About the Job

To work with a wide variety of professionals to include educational settings, health and outside professional agencies to promote improved outcomes for children and young people and their families through the development and review of Education, Health and care plans.

This is what we need you to do...

Under the supervision of the Lead EHCP Coordinator:

- To work within statutory requirements and timeframes in the preparation, review and amendments of statutory plans (EHCPs)
- To work with a wide variety of professionals to include educational settings, Health, Social Care and outside agencies
- Provide advice and guidance to young people and parents regarding options available to them in education, training or employment and to support transition planning
- Provide statutory attendance at annual review meetings
- Liaise and respond to enquiries from parents and professionals, both oral and written, in a sensitive and professional manner
- Focus on outcomes for service users, continuously reviewing opportunities to improve service efficiency and effectiveness to achieve consistent good practice
- Promote the welfare of children and young people and at all times ensuring priority is given to safeguarding and that GCC safeguarding policies and procedures are followed
- Ensure that statutory, local and national performance indicators and targets are met
- Work collaboratively with other team members on a county, regional and national level, to develop and maintain a high performance culture
- Prepare and present information to the Statutory Assessments and Resources Panel as required
- Ensure knowledge of new GCC and Government directives and initiatives relating to the responsibilities of this post is current and acted upon where necessary
- Maintain and develop appropriate systems, including ICT, and processes within the team
- Undertake such other duties related to the work of GCC as may be required

Special Conditions

- You need to hold a current, full driving licence and have use of a vehicle, this is a countywide post that involves travel across the county

Monitoring and ongoing development of outcomes

As part of the annual appraisal, outcome based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the council reserves its right to amend or add to the accountabilities listed above.

The ideal candidate will have...

Experience

- Experience of working in a high pressure environment to tight timescales
- Experience of dealing with highly sensitive information
- Experience of managing challenging situations
- Experience of undertaking assessments, analysing professional reports and assessments and support planning to meet identified needs
- Experience of multi agency working
- Experience of coordinating and facilitating meetings
- Experience of working with children, young people and families
- Experience of providing advice and guidance to learners in relation to options
- Experience of supporting transitions across age ranges and services

Knowledge, Skills and Understanding

- Knowledge of the SEND Code of Practice
- Ability to communicate and engage with a wide range of people across agencies including young people, parents and carers
- Ability to work on own initiative
- Ability to manage and prioritise workload
- Understanding of GCC's commitment to co-production
- Knowledge and understanding of person centred planning
- Knowledge of Post 16 options available to learners with statutory plans

Behavioural attributes

- Demonstrate Gloucestershire Leader/Employee Behaviours
- Ability to function effectively when working in a pressurised environment
- Ability to build effective relationships and work collaboratively with service users at all levels
- Ability to build effective relationships within a team environment
- Emotionally resilient
- Flexible, creative and focused
- Ability to prioritise demands
- Achieves corporate objectives
- Commitment to achieving the best outcomes for children and young people – taking responsibility, being professionally curious and holding self and others to account

Education & Qualifications

Essential

- 5 GCSE's or equivalent level of education
- Relevant professional qualification to Level 4 or equivalent experience

Desirable

- SEN Training
- Qualification/recognised training in careers/employment advice
- Knowledge of Capita v4

There are also a number of generic requirements that are applicable to all employees within the Council. These can be found at the following link: http://staffnet.gloscc.gov.uk/index.cfm?articleid=8579