

Job Profile

EHCP Process Coordinator

Grade: 5

Date created: June 2017

About the Job

Working within the EHCP service to provide a high quality and effective service, meeting statutory and legislative requirements in relation to EHCP and Annual Reviews. Working closely with a variety of service users including parents, educational settings, professionals and other colleagues.

This is what we need you to do...

- Issue Education, Health and Care Plans, in line with the SEN Code of Practice and relevant legislation
- Liaise and respond to enquiries from parents and professionals, both oral and written, in a sensitive and professional manner
- Contribute to ensuring that statutory, local and national performance indicators and targets are met
- Input data to aid in the monitoring of resources and performance indicators for Education, Health and Care Plans
- 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
- Undertake required aspects of the Annual Review Process ensuring that statutory processes and deadlines are strictly monitored and adhered to in line with current regulations
- 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: None

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

- Proven track record of working in a high pressure environment to tight timescales
- Proven ability to deal with highly sensitive information
- Experience of dealing with challenging situations with service users

Knowledge, Skills and Understanding

- Detailed knowledge of the SEN Code of Practice
- Proven skills in effective involvement with service users to develop and improve service provision
- Ability to work on own initiative
- Good knowledge of Microsoft Office Package (Word and Excel)
- Ability to implement procedures within statutory timescales

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 GCSEs or equivalent

Desirable

- SEN training/qualification
- Knowledge of Capita v4