



Cumberland Council

Post Specification

Date	July 2023
Post Group Number	7130
Post Title	EHCP Co-ordinator
Job Family	People Care and Development
Job Family Role Profile	PCD8ii
Final Grade	9

To be read in conjunction with the job family role profile

Service Area description	
<p>The SEND Team is responsible for the assessment and support of children and young people with Special Educational Needs and Disabilities. The team also ensures that the needs are subject to regular review and the appropriate provision is in place to address the needs of the child or young person and their families.</p>	
Purpose of this post	
<p>To meet the local authority's responsibilities to assess and deliver Education Health and Care Plans and to provide support as required.</p>	
Key job specific accountabilities	
<ol style="list-style-type: none">1. To co-ordinate and take responsibility for the statutory assessment of children and/or young people identified as having Special Educational Needs and Disabilities including the writing of Education Health and Care Plans.2. To collate advice from professionals and other services, consider the allocation of support and funding and provide information to managers for discussion at panel.3. To liaise with schools; colleges and other settings; families and young people; and other professionals/organisations in the completion of assessments and the delivery of outcomes within EHCPs, including taking the lead in EHCP family meetings and communicating the decisions of the EHCP panel to education settings and families.4. To ensure that EHCPs are monitored and reviewed in line with statutory guidance and the requirement for the Local Authority to ensure the efficient use of resources.5. To play a full part in the wider Area Inclusion Team including commissioning services, providing advice and linking to other agencies.6. Where appropriate advising schools and other providers on approaches to meeting the needs of children and young people.	
Please note annual targets will be discussed during the appraisal process	
Key facts and figures of the post	
Budget Responsibilities	<ul style="list-style-type: none">• None
Staff Management Responsibilities	<ul style="list-style-type: none">• None
Other	<ul style="list-style-type: none">•

Essential Criteria - Qualifications, knowledge, experience and expertise

- Level 4 qualification or equivalent and/or experienced in the relevant work area.
- Evidence of relevant ongoing professional development.
- Knowledge of the current legal requirements relevant to the role.
- Experience of direct work with vulnerable children, young people and families.
- Experience of work in a school, college and/or care setting.
- Knowledge of the current assessment arrangements for special educational needs and disabilities.
- Ability to communicate clearly and effectively with a range of people including families in crisis.
- Strong relationship building skills and the ability to negotiate.

Disclosure and Barring Service – DBS Checks

- This post requires a DBS check.
- The level of check required is:
 - DBS Enhanced – Children

Job working circumstances

Emotional Demands	Occasionally job involves some generally distressing situations for others
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Physical Demands	
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Working Conditions	Some general abusive language and aggressive behaviour witnessed and occasionally directed at the Post Holder as the representative of the Council
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Other Factors

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