Staffordshire County Council

Senior EHCP Co-Ordinator

Grade 8

About the Service

The SEND team provides the strategic and specialist SEND practice support to the Local Authority, SEND partnership including children and their families, health commissioners and providers as well as education providers to fulfil the SEND statutory duties (Children and Families Act 2014). The SEND service also includes the Educational Psychology Service, ASSIST and Specialist Teaching Support which contribute to the delivery of SEND services including the graduated approach to meeting SEND needs across Staffordshire.

About the Role

The SEND Senior EHCP co-ordinator provides senior oversight of a defined area of the SEND statutory pathway, ensuring the timely, high-quality delivery of EHCP assessments and reviews in line with legislation and statutory guidance. The role leads on triage, panel preparation and the management of complex casework, coordinating multi-agency input and working collaboratively with children, young people and families to secure clear, realistic outcomes.

The post holder provides expert advice and support to SEND Team Managers, contributing to tribunal preparation, complaints, statutory requests and external enquiries. The role ensures consistent practice, robust quality assurance and accurate recording, while providing professional leadership and line management to SEND assistant caseworkers, supporting performance, wellbeing and continuous service improvement.

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Reporting Relationships

Responsible to: SEND Team Manager

Responsible for: SEND Casework Assistants

Key Accountabilities:

1. To work within one of the following areas of the SEND Pathway: Reviews 0-16, Reviews PfA, Reviews Alternate Education, or New Assessments.

2. Take responsibility for the triage of annual reviews and new assessments, as well as preparation for panel. Ensuring timeliness and quality in your identified area consistent with SEND Regulations 2014, Children and Families Act 2014 and SEND Code of Practice.

3. Take on responsibility for managing and resolving the more complex casework within your identified area of work, using expertise and collaborative problem-solving to ensure effective support and positive outcomes for individuals with SEND. This includes coordinating multi-agency input and applying advanced knowledge of relevant legislation and best practices.

4. Where required provided support to SEND Team Managers within preparation for Tribunals, complaint responses, transport request, MP enquiries and Ombudsman investigations.

5. Ensure collaborative relationships with individuals with special educational needs and disabilities and their families and reach agreement on appropriate tangible and realistic outcomes.

6. Identify and explore, with the individuals and their families' appropriate actions to support their individual agreed, outcomes, facilitating individuals making informed choices.

7. Maintain appropriate professional records of all key discussions, investigations, findings, assessments, opinions (including factual basis) and decisions, including electronic client

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records and necessary performances data, in line with policies and procedures.

8. Ensure that practice is consistent across the service with the relevant Legislation, Statutory guidance and internal policies and procedures.

9. Undertake performance, quality assurance processes, including peer and reflective supervision, analysis of performance data, learning from complaints and compliments, personal development and continuing professional development.

10. Oversee and provide professional guidance and support for the SEND EHCP Co-Ordinator team on a core area of SEND statutory responsibility. Provide regular reports on performance, key trends and solution finds in this area of responsibility.

11. Support the collection of data required for statutory returns, ensuring timely recording and compliance with reporting requirements.

12. Provide effective line management and supervision to Assistant Caseworkers, ensuring their professional development, performance, and well-being are supported in accordance with organisation policies.

13. Foster a collaborative team environment, offer guidance and oversight in casework activities, and ensure that Assistant Caseworkers contribute positively to the delivery of high-quality services for individuals with SEND.

14. Undertake any other duties required by SEND Team Managers that are commensurate with the grading of the post.

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Person Specification

Qualifications/Professional membership

- NVQ3/equivalent qualification and/or experience in a relevant discipline i.e. education (SEND), social care, child- care, advice and guidance or related subject or equivalent experience.
- Commitment to ongoing personal and professional development.

Knowledge and Experience

- Experience of taking a lead in an area of SEND professional practice for a team. Providing peer support in this area.
- Understanding of disabilities, special educational needs and their impact, for individuals, their families and society.
- Experience or working as part of a team.
- Experience of self-appraisal and reflective practice.
- Experience of using Information Technology to create documents, data records, diary records, communication and reports.
- Knowledge of the dimensions and impact of child and adult abuse and procedures to report concerns.
- Knowledge of the roles and responsibilities of partner organizations.
- Knowledge of the mental capacity act, capacity to consent, Deprivation of Liberty Safeguards, Mental health Act, Children Act, Education Act, Code of Practice and safeguarding procedures sufficient to know the limits of this role and to engage other professionals when required.
- Experience of supporting or implementing service improvements

Skills

- Able to develop and sustain impartial collaborative relationships with children or adults with a disability and their families
- Able to provide line management, professional supervision and developmental support to staff
- Ability to analyse performance data, identify emerging themes and contribute to service improvement.
- Able to help individuals to evaluate and manage risk positively
- Able to develop and sustain effective working relationships with staff in other agencies
- Able to maintain accurate written and electronic records of observations, actions and decisions

- Effective organizational skills, including managing time, prioritizing work and meeting deadlines
- Able to work creatively within resource constraints. Able to problem solve and identify opportunities for improvement
- Resourceful and resilient – able to operate in a changing environment
- Skilled in resolving conflict or tensions
- Committed to service improvement and delivering success for the organization, individual & family (visionary and forward thinking). Curious and passionate about improvement and making a difference
- Willing to challenge accepted models of services and be creative
- Committed to understanding what success looks like for the individual and their family
- Ability to travel across the County: current driving license (special arrangements can apply for people with a disability
- Commitment to ongoing personal and professional development
- This job requires DBS clearance

This role is a designated casual car user

The content of this Job Description and Person Specification will be reviewed on a regular basis.