



Job Profile

JOB TITLE: Annual Review EHC Co-ordinator

GRADE: POA

POST NO:

JOB TIER:

DBS CHECK: Enhanced

DIRECTORATE: Education and SEND

SERVICE: SEND Team

REPORTING STRUCTURE

Reports to: SEND Team Manager

Direct Reports: 0

Indirect Reports: 0

ROLE PURPOSE:

To manage and coordinate the annual review process for Education, Health, and Care Plans (EHCPs) for children and young people with special educational needs and disabilities (SEND). Ensure compliance with statutory requirements and support the continuous improvement of outcomes for children and young people.

The role includes;

1. Annual Review Coordination:

- Organisation and management of the annual review process for EHCPs, ensuring all statutory deadlines are met.
- Liaising with schools, parents, and professionals to schedule and conduct review meetings.
- Ensure that all relevant documentation is prepared and distributed in advance of review meetings.
- Prepare for annual review meetings by studying reports and case file information so that it is a productive meeting and all views and contributions are valued
- Attend annual review meetings where appropriate and offer appropriate challenge regarding progress towards the objectives of the plan, pupil progress, attainment levels and associated provision.
- Meet statutory deadlines for annual reviews.

2. Documentation and Reporting:

- Make decisions to maintain, cease or amend EHCPs.
- Prepare detailed reports following each annual review, summarising progress, outcomes, and any changes to the EHCP.
- Where the decision is to amend, prepare the draft EHCP and issue to parents, school and all present at the review.
- Maintain accurate and up-to-date records of all annual reviews and related correspondence.
- Where required for funding or changes of placement decisions, prepare the case for panel consideration.

3. Stakeholder Engagement:

- Act as the main point of contact for parents, schools, and other professionals regarding the annual review process.
- Facilitate effective communication between all parties involved in the EHCP process.

4. Compliance and Quality Assurance:

- Ensure that all annual reviews comply with the Children and Families Act 2014, SEND Regulations 2014, and the SEND Code of Practice 2015.

- Conduct regular audits of the annual review process to identify areas for improvement.
- Monitor the impact of children and young people's progress against the objectives and Outcomes agreed in the plan with the current provision, family and child / YP through attendance at the annual review

5. Support and Training:

- Provide guidance and training to schools and other stakeholders on the annual review process.
- Support the development and implementation of best practices in EHCP management.

Job Description

1. Resident & Community Contribution

- To demonstrate understanding of the Council's *Customer Care Standards* and ensure that these standards are met in order to deliver the Council vision of 'putting our residents first'.
- Work closely and creatively with the local community and partner agencies to deliver effective services for children, young people and their families to enable them to lead ordinary lives.

2. Operational Service Delivery

- Undertake key working functions for a caseload of CYP with SEND who have education health care plans to oversee and complete the annual review process/

3. Service Planning & Development

- To contribute to the development and implementation of the Service Strategy and understand how the role supports the delivery of the strategy.

4. Financial & Resource Management

- To have regard to the public purse and understand efficient use of resources.

6. Service Improvement

- To take responsibility for own development, ensuring that personal knowledge is up to date with all current legislation and Government guidance relating to SEND
- Identify and suggest any improvements to current ways of working in order to deliver a more efficient and effective service for customers.

7. Contacts

- Primary contact will be with other officers within the Council, and service users / residents and their representative bodies. To include who the contacts are and nature of interaction.
- Parent/carers and CYP.

- Front line professional staff across social care, health, housing and education, including Headteachers.
- External agencies and partners including schools, health services, Police, Probation and the voluntary and independent service providers.

8. Additional Responsibilities

- Complete other reasonable tasks in order to fulfil role purpose or as instructed by management.

9. Key Performance Indicators

- Development of timely EHC Plans with SMART (outcome focussed) targets
- Demonstration of regular reviews with the family
- Delivery of outcomes
- Quality record keeping
- Satisfactory annual feedback from parents/carers and children/young people following the collation of participant feedback questionnaires
- Delivery of agreed PADA objectives

Person Specification

Annual Review EHC Co-ordinator

This person specification will be used for recruitment to this vacancy in LBH. It will form the basis of the application form, and candidates will be also assessed against aspects of this person specification at interview.

1. QUALIFICATIONS (list)	ESSENTIAL ✓	DESIRABLE ✓
Educated to a minimum of GCSE level or equivalent	✓	
2. STATUTORY or ROLE SPECIFIC REQUIREMENTS (describe)	ESSENTIAL ✓	DESIRABLE ✓
Ability to work flexibly to meet the needs of the service which may include some work outside of usual hours	✓	
3. EXPERIENCE (describe)	ESSENTIAL ✓	DESIRABLE ✓
Experience of carrying out a wide range of administrative and clerical tasks, including word-processing, record keeping, filing, photocopying, etc	✓	
Demonstrable previous administrative/office related experience in a front line Customer Service role or education environment, dealing with members of the public and professionals on the telephone and resolving more non-routine problems, ideally within a local authority or education setting.	✓	
Experience of working with children and young people with special educational needs and their families.		✓
4. KNOWLEDGE & SKILLS (list)	ESSENTIAL ✓	DESIRABLE ✓
Demonstrable listening skills and the ability to act in an approachable, tactful, sensitive, efficient and supportive manner.	✓	
Knowledge of assessment principles and processes and have ability to work in an outcome –focused way.	✓	
Able to deal with a range of queries and refer upwards appropriately as required	✓	

Up to date knowledge and understanding of the SEN legislation and guidance, including the Children and Families Act 2014 and the Special Educational Needs and Disability Regulations 2014	✓	
Excellent communication skills in order to exchange complex information and communicate effectively both verbally and in writing.	✓	
Understanding of issues affecting children and young people and the range of services available to them.		✓
Able to work accurately and with attention to detail.	✓	
Understanding of Data Protection principles and an ability to work in a confidential environment.	✓	
Competent use of ICT and the ability to learn and use service specific software	✓	

Our values

Respect

We appreciate what makes us different and include everyone.

- We recognise that we all have unique talents, skills and experiences.
- We provide a professional service to our residents and colleagues and lead by example.
- We celebrate diversity and ensure our working practices are inclusive.

Collaborative

We believe in the power of working together.

- We work collaboratively as one council.
- We promote creativity and innovation to improve outcomes for all.
- We recognise the strength of sharing knowledge and experience.

Efficient

We deliver the best possible outcome by carefully managing our resources.

- We are empowered to deliver the most efficient outcome.
- We harness new technology and tools to deliver our services efficiently.
- We look after our finances and maximise value for money for residents.

Integrity

There is no gap between what we say and do.

- We choose what is right over what is easy.
- We trust and support each other to get the job done.
- We are responsible and accountable for our actions, both good and bad.

Open and honest

We are transparent in the actions and decisions we take.

- We provide a safe space to have truthful discussions in a positive way.
- We encourage constructive feedback without fear of judgement.