



TRAFFORD  
COUNCIL

## EHC Co-ordinator

## Role Profile

**Service:** Children's Services  
**Grade:** Band 6  
**Reporting to:** Senior EHC Co-ordinator

### We Have

Trafford is a great place to live, work, learn and visit. From its leafy suburbs, to its more urban areas, the borough takes pride in its strong, diverse communities, its cultural and sporting heritage and its position at the heart of the region's economic powerhouse.

Trafford Council and its partners in the public, private and third sectors are embarking on a Vision which sees us working together to close inequality gaps and maximise Trafford's huge potential.

***Our vision: Working together to build the best future for all our communities / everyone in Trafford.***

Our vision is about giving people in Trafford greater choice about where they live; to build and sustain in thriving communities; and to develop areas which we can all take pride in. It's about people living healthily; receiving care when they need it and having access to our green spaces with great transport links across the borough.



### Our Culture

Trafford Council employs around 2300 non-school members of staff and as one of the biggest employers in the borough, we work hard to make Trafford Council an employer of choice. We care what you think and believe you are more than just a job role. We have a great benefits' package and a real focus on your health and wellbeing, as well as, extensive learning, succession and development opportunities.

For us, it's not just about *what* we achieve as an organisation, but *how* we do it. Therefore, all employees are expected to display our **EPIC** values.

**At Trafford Council we are EPIC**

**We EMPOWER** – We inspire and trust our people to deliver the best outcomes for our customers, communities and colleagues.

**We are PEOPLE CENTRED** – We value all people, within and external to the organisation and give those around us respect. We will act with honesty and integrity in all that we do, and create an environment that enables everyone we work with to thrive and succeed.

**We are INCLUSIVE** – We are committed to creating an environment that values and respects the diversity and richness differences bring

**We COLLABORATE** – We build relationships, collaborate; treat people as equal partners and work together to make things happen.

## A day in the life

'A day in the life' section of this Role Profile outlines the key tasks you will be expected to perform to give you an understanding of a typical day and the key activities that you will be expected to deliver or contribute to the delivery of.

The 'you have' section explores what qualifications and experience you will need for the role and the 'your strengths' section is where you can tell us about what skills and knowledge you can bring with you to succeed in the role.

We are a values based organisation, so reflecting our values in your evidence will support your application.

### Your Main Priorities

- To assist the EHC Manager in the administration of the statutory procedure for the assessment, planning and review of children and young people with special educational needs.
- To ensure that the approach laid out in the 2014 Children and Families Act and Code of Practice (2014) are adhered to in the most effective and efficient way.
- To work in a collaborative way with parents/carers, children and young people to ensure that their views and wishes are integral to the assessment, planning and review process and EHC Plans are co-produced with them.
- To collate all papers and advice relating to the statutory assessment of children and young people identified with special educational needs and liaise with other professionals and workers in the development and review of EHC Plans for children and young people.
- To provide advice and support to schools, colleges, other professionals and families on matters relating to special educational needs.

### Key duties

- Responsibility for the effective administration under the 2014 Children and Families Act and in accordance with the Code of Practice on Special Educational Needs.
- To assist in the management of the provision and delivery of casework in relation to the statutory assessment of children and young people with special educational needs.
- To administer the procedure for statutory assessment of children and young people with special educational needs including placement, monitoring and review.
- To comply with timescales for the assessment process in accordance with national and local targets.

- To draft EHC Plans according to statutory procedures.
- To work sensitively and carefully with parents, children and young people by acting as the single point of contact and ensuring their wishes and feelings are considered in the EHC Process.
- To ensure that parents, children and young people receive appropriate information and are aware of their rights under appropriate legislation.
- To respond efficiently and sensitively to all communications received from parents, children, young people and professionals.
- To legally and effectively administer consent led Information Sharing to maximise multi-agency working and in accordance with the Data Protection Act.
- To maintain up-to-date knowledge of current legislations in relation to special educational needs and all current assessment procedures under the 2014 Children and Families Act.
- To assist the EHC Manager and other Senior Managers in preparing papers and coordinating the response to Mediation, Tribunal and other redress processes.
- To participate in continuing professional development and regular team meetings.
- To undertake any other duties commensurate with the post assigned by the EHC Manager.

## About You

### **Qualifications and Professional Development**

- GCSE in English graded 5 or above (or equivalent)

### **Experience and Knowledge**

- Administrative experience, especially in working directly with electronic recording systems and data bases.
- Experience of working with multi-agency partners.
- Experience of casework management.
- Knowledge and understanding of the Children and Families Act 2014 and the Code of Practice (2014).
- Knowledge and understanding of children and young people with special educational needs and disabilities.

- Knowledge and understanding of schools/early years settings/Colleges.

### **Skills and abilities**

- Excellent interpersonal and communication skills both written and verbal.
- Ability to work to an electronic recording system and manage a data base.
- Excellent organisational skills.
- Ability to manage time efficiently, prioritise work and meet deadlines.
- Ability to work collaboratively with multi-professional colleagues and build positive relationships.
- Ability to relate appropriately to parents, children and young people and build positive relationships.

### **Special Conditions**

- DBS required
- Car User with Business Insurance
- Unsocial Hours/Weekend

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### **Health and Safety**

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

### **Equalities & Diversity**

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

### **Customer Care**

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery. To recognise the value of its people as a resource.

### **Training and Development**

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

### **Policy**

To work at all times within the established policies and practices of the Council, within the framework established by the Council Constitution and associated guidance.

### **Information Governance**

Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to personal and or sensitive information relating to service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the Council unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence and or data breach has been established.

All information obtained or held during the post-holders period of employment that relates to the business of the Council and its service users and employees will remain the property of the Council. Information may be subject to disclosure under relevant legislation.

To ensure information is shared safely and complies with information governance standards and associated legislation.