



CONFIDENT
I've made the
right choice



Job description

Job title:	Education Health and Care Plan Co-ordinator
Reports to:	Programme Coordinator
Directorate:	ICP
Job family:	Lifestyles & Work
Location:	Office based locally
Role specific requirements:	Willingness to travel to across a geographical area

Purpose of the role:

As we continue to grow and develop both our Study Programme and Supported Internship Programme we have highlighted the need for a role that is specifically focussed on all aspects relating to Education, Health and Care Plans (EHCP's). This role has responsibility for the coordination of EHCP's including attending EHCP reviews for potential new learners onto the programme and conducting reviews for existing learners. This role will ensure that all EHCP's are up to date with relevant outcomes that relate directly to the aspirations of learners.

This role involves working collaboratively with a range of stakeholders such as local authorities, parents/carers and learners. The primary function of this role is to coordinate the EHCP review process in a timely manner in order to ensure reviews are conducted in line with SEND Code of Practice.

The role will support the Programme Coordinator to ensure that suitable learners are recruited onto the programmes and informed decisions are made based on observations, written documents, family contribution and most importantly the learner voice.

Collaborative working with delivery colleagues is also key, and involve attending case conferences, highlighting where outcomes are not being met.

Key responsibilities

Responsibilities:

- Set up and chair annual reviews in line with legal requirements, ensuring deadlines are met
 - Complete preparation documents for EHCP reviews
 - Ensure all relevant stakeholders are invited to annual/interim reviews
 - Following reviews complete report of minutes of meeting
 - Liaise with Local Authority's to ensure Mencap is named in EHCP's before start of programme
 - Liaise with Local Authority's to ensure there are relevant EHCP outcomes listed, before learners start on programme
 - Build good relationships with LA's
 - Support Programme Coordinator with referral meetings for potential new learners.
 - Support Programme Coordinator with onboarding process for potential new referrals
 - Support Programme Coordinator to attend networking events to recruit new learners
 - Work collaboratively with other colleagues to ensure ECHP outcomes are being achieved.
 - Work collaboratively with other EHCP Coordinators across sites to share good practice and work consistently
 - Take responsibility for own development (CPD), and where needed use feedback to continually improve own performance.
 - Demonstrate enthusiasm and flexibility for the team and its work.
 - Completes reporting required for internal and external management information, accurately and on time, updating systems as required
 - Can evidence effective relationships with families, carers, and other agencies in order to help promote the programme to potential new learners.
 - Demonstrates an understanding of a duty of care to the individuals supported.
 - Understands responsibility for Prevent, safeguarding and critical incident reporting in accordance with both internal and external procedures.
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Our values



You will role model our five values in all your work activities.

Switched on about learning disability

We expect our people to be up-to-speed with the current world of learning disability, know about the challenges and realities people face and understand the impact Mencap is trying to bring about.

Collaboration

We expect people to be brilliant at collaborating across teams, functions, service types and perspectives so that people with a learning disability and their families receive the joined-up support they need. People will know and love all that Mencap does, not just the work they do.

Final comment

This job description is not exhaustive and reflects the type and range of responsibilities and outcomes associated with this role in Mencap.

Person specification

Skills & abilities	Essential/Desirable
Professional conduct and ability to work collaboratively	E
Effective communicator	E
Effective record keeping and reporting	E
Building positive relationships/partnerships	E
Judgement/troubleshooting skills	E
Working to targets	E
Excellent team working skills	E
Have an interest in and desire to know more about learning disability	E
Good ICT skills	E
Hold a driving licence and access to a vehicle	D
Knowledge and experience	Essential/Desirable
Experience of being involved in the EHCP review process	E
Knowledge & understanding of legal requirements and processes of EHCP's	E
Experience of delivering against targets	E
Experience of Working with young SEND learners	E
Experience of risk management	D
Experience of gathering stakeholder feedback	D
Experience of supported employment	D
Experience of IAG delivery	D
Knowledge of sector	E

Knowledge of safe working practices	E
Knowledge/Experience of Ofsted Inspections and the Common Inspection Framework	D

Qualifications	Essential/Desirable
A-C/9-4 English & Maths GCSE (or equivalent)	E
Specialist qualifications in SEND	D