



EHCP Coordinator

About the Team and the Role

The Education Health and Care Plan (EHCP) Coordinator has responsibility for the coordination of EHCPs, including attending EHCP reviews for potential new learners onto the programme and conducting reviews for existing learners. The role will ensure that all EHCPs are up to date with relevant outcomes that relate directly to the aspirations of learners.

The 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 ensure that suitable learners are recruited onto the programme and informed decisions are made based on observations, written documents, family contribution and the learner voice.

The EHCP Coordinator will take responsibility for ensuring the required number of learners are recruited onto the programme each academic year. This will be done through effective networking and relationship building with a number of referral sources. Collaborative working with other delivery colleagues is also key, this role will attend case conferencing meetings to ensure that EHCP outcomes are being achieved and embedded into the programme for each learner.

What you will bring to the role (Essentials)

- A positive attitude and enthusiasm to support young people with SEND
- An ability to manage different situations in a timely and sensitive manner
- Strong communication, record keeping and organisational skills
- An ability to build professional relationships with a variety of stakeholders
- Experience of being involved in EHCP review processes
- Experience of working with young SEND learners
- Experience of supported employment
- Experience of delivering against targets
- A-C/9-4 English and maths GCSE or equivalent
- Effective at record keeping and reporting
- Ability to use problem solving skills
- An excellent team player

Please note: This job description is not intended to be exhaustive. Duties and responsibilities may evolve over time to reflect the needs of the organisation and the role.



We are **passionate**
about making the
world a better place



We are **positive**
in our work and
with each other



We are **brave**
we challenge and
try new things



We are **kind**
to everyone



We are **inclusive**
of everyone



“This isn’t just a job - it’s a chance to help change the lives of people with a learning disability and their families. If you’re passionate about making a difference, join Mencap in building a more inclusive future.”

Mencap and our Commitment to Safeguarding

Mencap is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to share this commitment.

Successful applicants will be subject to appropriate pre-employment checks, including references and, where applicable, an enhanced Disclosure and Barring Service (DBS) check.



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