

ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE: Early Years & Schools

SECTION: EHC Assessment and Review Team

LOCATION: Number One Riverside

JOB TITLE: EHC Coordinator

POST NUMBER:

Grade: 3

Accountable to: Senior EHC Coordinator

Accountable for: N/A

Hours of Duty: 37 flexible working hours in accordance with the needs of the service.

Any Special Conditions of Service:

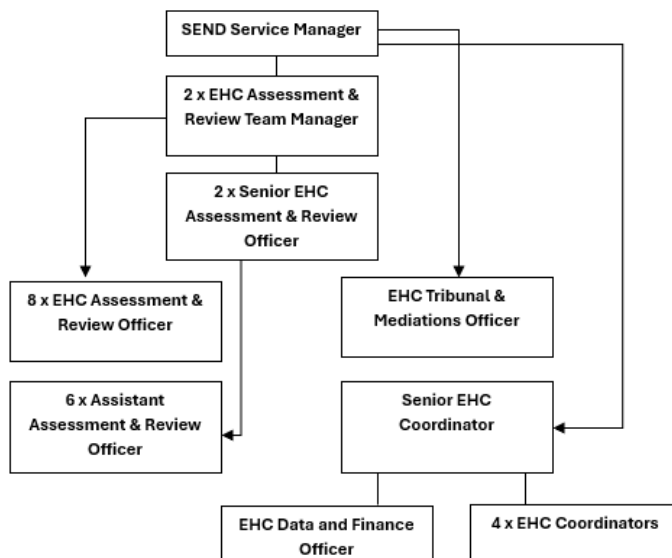
The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by Rochdale Borough Council.

This post is not Politically Restricted in accordance with the current regulations

Appointment is subject to enhanced DBS check

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

ORGANISATIONAL CHART



PURPOSE AND OBJECTIVES OF THE JOB

To provide comprehensive casework management and co-ordination of Education, Health and Care needs assessments and annual reviews to ensure the effectiveness of the EHC Assessment and Review Team.

Control of Resources

Personnel

To be responsible for the direction, support and motivation of self and any staff under postholder's control.

Financial

To work in accordance with Financial Regulations and procedures of the Council.

Equipment/Materials

To be responsible for the safe use and maintenance of equipment and materials used by the post holder

Health/Safety/Welfare

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

Relationships (Internal and External)

Internal: Headteachers, SENCOs, school staff, Early Help and Schools staff, Targeted Services staff.

External: Parents and carers, Health Service staff, voluntary agencies, SEN and Disability Information, Advice and Support Service (SENDIASS), other LAs etc

Responsibilities

The postholder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.

Values and Behaviours

Approach the job at all times using the values set out below:

- Proud
- Passionate
- Pioneering and Open

Be aware of and apply the values and behaviours at all times.

Principal Duties

1. To be responsible for the processing of draft and final EHC plans and for the circulation of all confidential reports to parents and agencies in accordance with statutory requirements and service procedures.
2. Book in new EHC needs assessment requests, ensuring all required documentation is received, recorded, logged on the system, and progressed in line with statutory timelines.
3. Coordinate and book in Annual Reviews, ensuring paperwork is requested, received, recorded, and processed within statutory deadlines
4. Manage the shared team inbox, ensuring enquiries are monitored, prioritised, and responded to within agreed timescales.
5. Handle incoming enquiries and phone calls from schools, families, external professionals, and other Local Authorities, providing accurate information, guidance, and support
6. Prepare and distribute panel agendas, ensuring all relevant documentation is accurate and available in advance of meetings. Attend panel meetings and record actions and outcomes. Draft and issue decision letters after panel ensuring clarity, accuracy, and compliance with statutory processes.
7. Initiate statutory EHC needs assessments, including requesting advice, collating information, and ensuring timelines are met.
8. Maintain accurate case records and documentation across all digital systems, ensuring data integrity and confidentiality.

Secondary Duties

- 1 To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.
- 2 To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Job Description prepared by _____

Date _____

Agreed by Postholder _____

Date _____

Supervisor/Line Manager _____

Date _____

Assistant Director _____

Date _

**Rochdale Borough Council
Person Specification**

Service :	Early Help and Schools	Post:	EHC Coordinator
Section :	EHC Assessment and Review Team	Post Number :	
Job Ref:		Grade:	3

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

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Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
Filter Question		
1 If you are an external candidate please confirm that you are a Rochdale Resident who lives within the municipal boundaries of the Borough of Rochdale	E	AF
Qualifications and Experience		
1 Do you have English & Maths GCSEs at Grade C or above or equivalent? (e.g. CSE Grade 1)	E	AF//production of qualifications
2 What is your experience of working as a member of a team in a busy office environment?	E	AF/I
3 Give examples of how you have used databases and inputted data into IT systems?	E	AF/I
4 Give an example of working methodically and recording information accurately within an agreed timescale.	E	AF/A
5 Describe your experience of responding calmly and professionally on the telephone at all times?	E	AF/I
Skills and Knowledge		
6 What knowledge of education, health and care assessments and plans do you have?	E	AF/I
7 Give examples of your ability to communicate clearly and professionally on the telephone, face to face and in writing with parents and a range of professionals.	E	AF/I
8 What is your working knowledge of IT applications, including the use of Microsoft Office e.g. Excel and Word?	E	AF/I
9 Give examples of when you have worked on your own initiative, monitored and prioritised your own work to meet fixed timescales.	E	AF/I
10 What is your knowledge of data protection and information security legislation and can you explain the importance of confidentiality as it relates to this post?	E	AF/I
11 Provide an example of your ability to work flexibly in accordance with the needs of a busy team.	E	AF/I

Behaviours and Values			
12	<p>Ability to approach the job at all times using the values set out below:</p> <ul style="list-style-type: none"> • Proud • Passionate • Pioneering and Open <p>Do you agree to apply these values and behaviours at all times?</p>	E	AF/I