



Job Profile and Working for Stockport

Our Council

Join us at Stockport Council – Best for Inclusion winner at the Greater Manchester Good Employment Awards 2026

Our employees are our **greatest asset**. We're proud of the way we provide vital frontline services every day and work together, as **one team**.

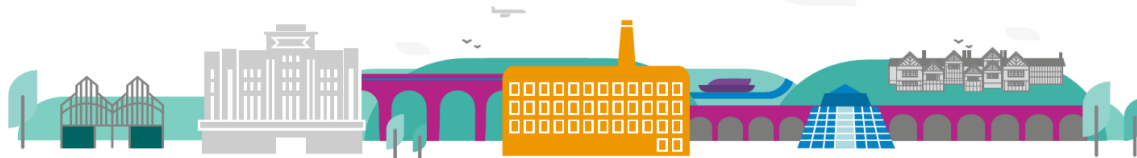
Our 4 **core values** as shown above, run through everything that we do, and we aim to stay **true** to them regardless of the challenges that we may face.

To **support** our values, we have policies, guidance and procedures around health, safety and welfare, customer care, emergency planning and security that all our **colleagues** are adhering and working to.

We also **pride** ourselves on our commitment to wellbeing and inclusivity of our colleagues and residents.

You can find out more about working for Stockport Council and some of the benefits that we offer our employees at <https://greater.jobs/locations/stockport/>





Ambitious Stockport, creating opportunities *for everyone*

About the Job

Role:

EHCP Plan writer

Service Area:

EHCP Team

Directorate:

Services to People - Childrens

Salary Grade:

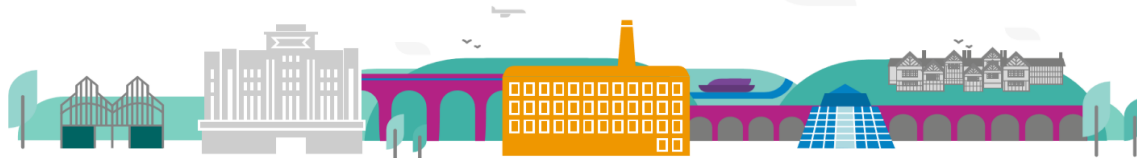
Scale 6

Main Purpose of the Job

To work with colleagues in the EHCP service to draft clear, child and outcome focused EHC plans for children and young people aged 0-25. To ensure that plans are based on up-to-date information and are clear and specific about the individual needs of the child or young person and the provision that is needed. You will seek information from relevant professionals, families and young people to inform the plans you write. and transfer information from received written reports into the plans. You will make sure that plans are written in plain English and that they are clear in focus. You will write new plans within the EHC needs assessment statutory process and update existing plans as needed following annual reviews.

Key Responsibilities

- To collate, interpret and analyse all information from families, professionals and support services gathered as part of the EHC needs assessment process and/or annual review process to create a child focussed EHC plan.
- To adhere to the principles and statutory processes as set out in the SEND Code of Practice (2014).
- To follow up with those giving advice when information is not clear or is incomplete, to ensure clarity and reach agreement about content.
- Working with the EHCP Co-ordinators to ensure high quality, outcome focussed EHC plans for Stockport children and young people.
- To work to SMBC policies and procedures in relation to EHC plans.
- To prioritise and manage workload effectively to meet required timescales
- To communicate effectively in a professional, open and respectful manner with fellow professionals and families.
- To maintain accurate case records on all electronic systems.
- To work with business support colleagues to ensure EHC plans are issued in a timely manner.
- To work with EHCP Co-ordinators and EHCP Managers to track and report on performance.
- To work positively and inclusively with colleagues and customers so that the Council provides a workplace to deliver a service that does not discriminate against people on the grounds of their age, disability, gender reassignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex, or sexual orientation.



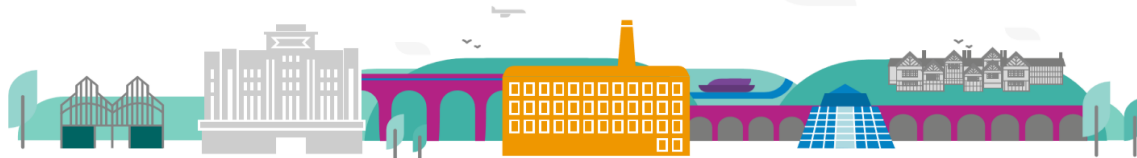
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- To fulfil personal requirements, where appropriate, with regards to Council policies and procedures, standards of attendance, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council's priorities.

Additional Information

The responsibilities set out in this document, in the advert and any additional information are intended to provide a flavour of the work you will carry out. It is not possible to include everything you will be asked to undertake, and we expect all colleagues to work flexibly according to business needs and to enhance your own development. Your skills, abilities and training needs will be taken into account and discussed with you when any significant changes to your role are needed. In line with our flexible approach you may be required to work from home for a proportion of your time or from any of the Council's sites across the borough.

The Council is an inclusive employer and holds the Disability Confident and Armed Forces Covenant accreditations. If you have a disability, we will support you by implementing reasonable adjustments to enable you to perform your role.



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About You

Please use your application to tell us how well you meet the criteria listed below as these are the key skills, experience, technical expertise and qualifications needed to be successful in the role. We will then use all the information you provide in your application to help us decide whether you are shortlisted for interview. Any interview questions or additional assessments such as tests or presentations may also be broadly based on these criteria:

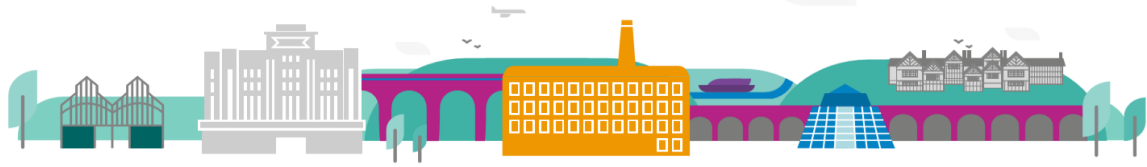
- Working to the Council's values and behaviours by:
 - Keeping the people of **Stockport** at the heart of what we do
 - Succeeding as a **team**, collaborating with colleagues and partners
 - Driving things forward with **ambition**, creativity and confidence
 - Showing value and **respect** to our colleagues, partners and customers.

Experience

- Work with electronic systems and the ability to transfer information to formulate plans
- Experience of customer relations including dealing with queries in a respectful manner
- Understanding of SEN/disabilities and how it may impact on families

Skills and Knowledge

- Computer literate and able to use word, and electronic recording systems
- Able to communicate in a open and effective manner
- Able to be customer focussed and deliver good customer relations
- Ability to manager your own workload in a busy environment
- Ability to work with minimal supervision
- Strong written and verbal communication skills



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