



---

## Your job

**Job Title: Assistant EHC Plan Coordinator**

**Service: Special Educational Needs & Disability Team (SEND)**

**Grade: 6**

**Reporting to: EHC Plan Coordinator**

In this job, you will be an effective member of the Special Educational Needs and Disability Service (SENDS) providing supervision and guidance to the SENDS Assistant EHC Plan Co-ordinators that will enable the Authority to meet its statutory duties in relation to the assessment, placement and monitoring of children and young people with SEND, in accordance with the Children and Families Act 2014 and the SEND Code of Practice.

### **Mandatory Statement**

The Council is committed to complying with European General Data Protection regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection regulations.

Wigan Council is an active, strong, and committed corporate parent. As a priority, all employees have a responsibility towards the children we look after and care leavers, not just those employed by the Children's Directorate.

---

## **In this job you will:**

On an on-going basis you will:

- Maintain complete and accurate record systems to enable a full assessment of procedures and the production of performance monitoring statistics.

- Obtain information and undertake investigative work as requested.
- Maintain, update and follow appropriate systems to support the work of the specific operational area.
- Attend routine reviews with or on behalf of the Plan Coordinator as part of professional development and in line with service demands and as directed.
- Ensure distribution of additional resources (Element 3 top up funding) to schools within borough and extra district (maintained and independent), to ensure pupils needs are met.
- Signpost schools to sources of appropriate support in relation to funding.
- Amend EHC Plans under the supervision of the Plan Coordinator.
- Act as a key worker where appropriate, explaining the new processes to parents, settings and other colleagues.
- Be a named point of contact within an EHCP caseload for families and professionals
- Manage the administration of new referrals and decisions from the EHC panel and action as appropriate.
- Work collaboratively with the Plan Coordinators supporting their role in the EHC assessment process.
- Take responsibility for coordinating plan meetings when required.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

---

## **In this job you will need:**

You must be able to demonstrate the following essential requirements:

- Relevant qualification equivalent to a level 3 or proven experience relevant to the job
- To have a working knowledge of processes and funding streams
- Proven experience of working in a council department, similar public sector department or school.
- Practical experience and a good level of competency in working with a range of ICT systems and procedures
- Experience of working with a wide range of stakeholders.
- A good knowledge and understanding of SEN and Disability legislation, the role of SEN and Disability within the LA framework, including the changes and impact of the Children and Families Act 2014 (Section 3) and the revised SEND Code of Practice.

- Understanding of school-based systems to support children and young people with SEND.
- Knowledge of the EHC framework and assessment pathway.
- Knowledge of health and social care services that support children and young people with SEND.
- Ability to communicate effectively (verbally and in written form) with other staff, schools, external organisations or members of the public and present reports or statements of case confidently to Committees, Panels or other meetings.
- Ability to work accurately under pressure.

---

## Our Culture

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

<b>Be Positive</b>	“ Take pride in all that you do and support and develop yourself and others. ”
<b>Be Accountable</b>	“ Be responsible for making things better, enabling change and supporting improvement. ”
<b>Be Courageous</b>	“ Be open to doing things differently and working collaboratively with others. ”
<b>Be Kind</b>	“ Be helpful, generous and thoughtful towards yourself and others. ”