

Role Profile Addendum

Job Title:	Education, Health and Care Co-ordinator
Role Profile Reference Number:	IFS030
Role Profile Title	SEND Case Officer II
Directorate	Children's Services, Education and Skills
Service area	SEND Service

Specific responsibilities associated with this position

- Acting as the named statutory Education, Health and Care Co-ordinator for allocated children and young people, with formal responsibility for statutory correspondence and Local Authority decision-making.
- Leading and representing the Local Authority in statutory annual review processes, including chairing reviews and undertaking responsibilities for Year 9+ preparation for adulthood and EOTAS cases.
- Preparing and submitting formal business cases for specialist, independent and out-of-area placements for children and young people with Education, Health and Care Plans.
- Working directly with commissioning colleagues to support placement commissioning activity and ongoing monitoring of placement suitability and outcomes.
- Acting on behalf of the Local Authority within formal mediation and disagreement resolution processes relating to statutory SEND decisions. Representing the Local Authority at professional forums and contributing to the delivery of training or briefing sessions on statutory SEND processes.

Specific person specification associated with this position

- Demonstrable ability to exercise statutory authority and professional judgement when acting on behalf of a Local Authority in complex SEND cases.
- In-depth understanding of preparation for adulthood, post-16 pathways and alternative education arrangements within a statutory SEND context.
- Ability to analyse complex information and present clear, reasoned recommendations that withstand scrutiny from parents, partners and legal processes.
- Strong understanding of risk, proportionality and value-for-money considerations in relation to SEND placement and provision decisions.
- High-level interpersonal and negotiation skills to manage contentious or emotionally charged situations with confidence and professionalism.
- Credibility and confidence to operate as a subject-matter resource, contributing to professional learning and practice development across the SEND system.

Other requirements for this position

- **Health Surveillance:**

Will the postholder be exposed to hazards that will require health surveillance? No

- **Politically Restricted Posts:**

Is this post politically restricted? No

- **Lone Working:**

Will the postholder be required to work alone? No

- **Supplementary Payments (eg Recruitment & Retention payment):**

Is there any approved salary supplement in place for this role? No

- **DBS Check:**

Will the postholder require a DBS check? Yes

- **Career Grade/Career Pathway**

Is there an established career grade or career pathway in place for this post? No

For P & R Use Only:

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