

Role Profile: EHCP Coordinator

mencap



What you will do

As we continue to grow and develop both our Study Programme and Supported Internship Programme we have highlighted the need for a role that is specifically focussed on all aspects relating to Education, Health and Care Plans (EHCP's). This role has responsibility for the coordination of EHCP's including attending EHCP reviews for potential new learners onto the programme and conducting reviews for existing learners. This role will ensure that all EHCP's are up to date with relevant outcomes that relate directly to the aspirations of learners.

This 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 programmes and informed decisions are made based on observations, written documents, family contribution and most importantly the learner voice.

About you

You believe in supporting people to achieve their dreams and aspirations

Candidates from all backgrounds welcome! We are looking for people with a passion and drive to improve the lives of people with a learning disability.

What you will bring

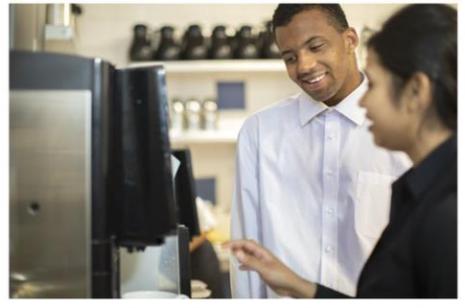
- A positive attitude and enthusiasm to support young people with SEN.
- Ability to manage different situations in a sensitive and timely manner.
- Strong communication, record keeping and organisational skills.
- Ability to build professional relationships with a variety of stakeholders.

Your experience

- Experience of being involved in EHCP review process.
- Experience professionally or personally with learning disability.
- Experience of delivering against targets
- A-C/9-4 English and maths GCSE or equivalent.

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More information about the role

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

Join the team and be part of an organisation passionate about making the UK the best place for people with a learning disability to live happy and healthy lives.

What will Mencap give you

- A rewarding and challenging role where you can make a positive impact on the lives of young people.
- Passionate and driven colleagues that work to Mencap's values.

How to apply

Please apply with an up to date CV that demonstrates your skills and experiences relevant for this position.

If you require any further information please contact our Recruitment Team on 01733 246 699

Who you can expect to work with

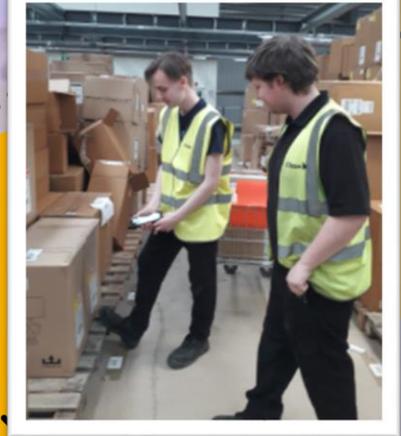
Learners
with SEN

Employment
team
colleagues

External
employers

Families and
carers

Local
communities
and services



Mencap's values and how they apply to this role

We are
Passionate
about making
the world a
better place

You will have a genuine passion for changing the lives of young people and supporting their transition into work.

We are
Inclusive
of everyone

You will advocate for inclusion in the workplace and be a positive role model for learners.

We are
Brave
we challenge
and try new
things

You will encourage learners to try new things and step out of their comfort zone, being brave when faced with challenges.

We are
Positive
in our work
and with each
other

You will highlight and celebrate how unique each learner is. You will positively approach their journey to employment.

We are
Kind
to everyone

You will be kind, supportive and encouraging to everyone you interact with.