

Senior EHCP Coordinator - PfA/Post 16

Full time: 37 Hours per Week – 24 Month Fixed Term Contract

Salary: £43,359.42 per annum (Cognus Band 3, SCP 50)

Location: Cognus Office, First Floor, Cantium House, Wallington, SM6 0DZ

Cognus Limited is a Local Authority Traded Company, which is commissioned by the London Borough of Sutton to provide education services to early years providers, mainstream schools and specialist education settings in Sutton. Wholly owned by the local authority, we deliver a wide range of high-quality services to deliver excellent practice that improve the lives of children, young people, and families in Sutton and beyond.

Job Purpose:

The Senior EHCP Coordinator will play a critical role in overseeing and reviewing placements of children and young people in settings other than maintained special schools. The role will focus on ensuring value for money, improving the quality of the EHCP and improving outcomes for children and young people, rigorously assessing the necessity, appropriateness, and efficiency of placements. The role is a 24-month contract opportunity open to current EHCP coordinators or external professionals.

You will be visiting settings and providers, attending annual reviews and working in partnership with colleagues in social care, health and education.

This is a unique opportunity to drive strategic change, improve educational outcomes for children, and ensure responsible financial stewardship of the High Needs Block. If you have the expertise and passion to make a difference, we encourage you to apply.

You will give us great commitment and in return we offer an excellent package including:

- i) Starting salary of £ per annum £43,359.42 per annum
- ii) Workplace pension scheme 4% to 8% matched contributions
- iii) 28 days annual leave pro rata (plus Bank Holidays)
- iv) Regular manager support and supervision
- v) Hybrid and flexible working
- vi) Staff benefits package; currently including Employee Assistance Programme, life insurance, employee benefits platform and (upon completion of probation) health care. *[Cognus reserves the right to adjust these additional discretionary benefits to improve quality of their services provided, maintain affordability for the Company and to ensure benefits remain fit for purpose with staff needs.]*
- vii) Staff EDI group and Mental Health First Aiders to support wellbeing and inclusion
- viii) Cognus Coaching Programmes
- ix) An ambitious culture with friendly and supportive colleagues

If you are interested and would like to be considered for this role, please apply to recruitment@cognus.org.uk with the completed [application form](https://www.cognus.org.uk/work-with-us/current-vacancies/cognus-application-form/), downloaded from <https://www.cognus.org.uk/work-with-us/current-vacancies/cognus-application-form/>, outlining your suitability. The deadline for receipt is midnight on Monday **18th May 2026**. Candidates are requested to be available for interview on **26th and 27th May 2026**.

Interview venue: Online

Interview format: Teams video call. There is no written task





- online interviews will take place on 26th and 27th of May. Invites will be sent by 5pm on Friday 22nd of May, following the shortlisting process, to those candidates shortlisted.

For an informal conversation about the role, please contact Alex Waring, SEND transformation lead at alex.waring@cognus.org.uk.

All offers of employment are subject to successful completion of recruitment formalities which includes an enhanced DBS check. These checks must have been completed before the commencement of employment. We expect our staff to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Company and Sutton's Local Safeguarding Partnership.

We are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, colour, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.



JOB DESCRIPTION

POSITION:	Senior EHCP Coordinator – Preparing for Adulthood Lead
DIVISION:	SEND Transformation Programme
REPORTS TO:	SEND Transformation Lead
GRADE/PAY:	£43,359.42 per annum (Cognus Band 3, SCP 50)
LOCATION:	Cognus Office, First Floor, Cantium House, Wallington, SM6 0DZ

JOB SUMMARY

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You will be visiting settings and providers, attending annual reviews and working in partnership with colleagues in social care, health and education.

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PRINCIPLE ACCOUNTABILITIES:

- **Strategic Case Management:** Independently manage and review a caseload of EHCPs identified for potential cessation, ensuring decisions are lawful, evidence-based, and aligned with the SEND Code of Practice. Work proactively with schools, colleges, and partner agencies to ensure provision remains appropriate and necessary.
- **Financial Oversight:** Work closely with commissioning and SEND colleagues to ensure continued EHCPs represent effective and proportionate use of High Needs funding. Identify cases where needs can be met through ordinarily available provision without an EHCP, supporting responsible financial stewardship.
- **Monitoring and Reporting:** Develop and implement robust review processes to assess whether EHCP outcomes remain relevant and whether statutory plans are still required. Report to the Educational Operational Group (EOG) at least half termly, including updates on proposed cessations, risks, sufficiency of local provision, and barriers to successful transitions.
- **Collaboration and Partnership Working:** Work closely with schools, colleges, SEND teams, social workers, therapists, and other professionals to gather clear evidence during the review process. Engage constructively with families and young people to ensure decisions are transparent, well-explained, and person-centred, paving the way for successful transitions where EHCPs cease.
- **Annual Reviews and Cease Processes:** Lead and complete Annual Reviews where cessation of an EHCP is being considered, ensuring statutory compliance. Review continued eligibility for an EHCP, progress towards outcomes (including Preparation for Adulthood), and the suitability and impact of provision. Issue clear recommendations and follow statutory notification processes where cessation is agreed.



- **Transition and Reintegration Planning:** Identify opportunities for children and young people whose needs can be met within mainstream or maintained sector provision without an EHCP. Plan transitions in partnership with families, young people, and settings to ensure continuity and stability.
- **Post-16 and Post-19 Reviews:** Work closely with colleges and post-19 providers to assess ongoing need for EHCPs. Identify cases where outcomes have been achieved and statutory support is no longer required, ensuring careful transition planning and clear communication.
- **Therapy and SEND Support Alignment:** Liaise with therapy and specialist services to evaluate whether provision remains necessary within an EHCP framework, ensuring support is needs-led and proportionate rather than diagnosis-driven.
- **Promotion of Independence and Preparation for Adulthood:** Advocate for young people's voices and support progression pathways including employment, apprenticeships, supported internships, or community-based provision where appropriate, ensuring EHCPs remain in place only where legally required.
- **Promotion of Supported Internships:** Advocate for young people's voices and work with key stakeholders to promote supported internships as an alternative to formal education until age 25, where appropriate.
- **Alternative Provision and EOTAS Reviews:** Work with the SEND service to regularly review tuition and EOTAS packages to determine whether statutory plans remain necessary. Ensure reintegration planning is robust and that cessation is considered where provision can be delivered without an EHCP.

Additional Information:

- The role will require travel to schools and partner agencies.
- Enhanced DBS check required.
- This role is a 24-month fixed term contract, with the potential to inform future strategic planning within the local authority.

This is a unique opportunity to drive strategic change, improve educational outcomes for children, and ensure responsible financial stewardship of the High Needs Block. If you have the expertise and passion to make a difference, we encourage you to apply.

GENERIC OBJECTIVES:

Contribute to Cognus Limited's business objectives at the appropriate level by ensuring every child matters and has access to education and learning opportunities, including:

- a) Health and safety
- b) Safeguarding and protection of children
- c) Equal opportunities and management of diversity
- d) Data protection
- e) Outstanding Customer care



GENERAL:

SAFER RECRUITMENT:

Cognus is committed to safeguarding and protecting the children and young people that it works with. An offer of employment is subject to safer recruitment practices which include an enhanced DBS check, two professional references acceptable to Cognus Limited, proof of qualifications, proof of right to work in the UK, proof of personal address and employment history covering 5 years and, fitness to work with children (occupational health assessment). These checks must have been completed prior to commencement of employment. We have a range of policies and procedures in place which promote safeguarding and safer working practices across the organisation.

PROCESSING OF DATA:

- a) You (“the employee”) consent to the holding and processing of personal data provided by you to the Company (“the Company”) for all purposes relating to your employment, but not limited to administering and maintaining personnel records, paying and reviewing salary and other remuneration and benefits, undertaking performance appraisals and reviews, the compulsory Disclosure and Baring Services check (DBS) details in line with its statutory responsibility to safeguard and protect children and vulnerable service users; maintaining sickness and other absence records and taking decisions as to your fitness for work.
- b) You hereby acknowledge and agree that the Company may, in the course of its general and statutory duties as an employer be required to disclose personal data relating to you for legislative purposes during or after the end of your employment. This does not affect your statutory rights under the General Data Protection Regulation 2018.

CONFIDENTIALITY AGREEMENT:

- a) During the course of your employment, you will have access to and knowledge of Company confidential information and trade secrets.
- b) Disclosure of any of this confidential information and/or trade secrets could have serious financial consequences and/or create serious competitive disadvantages for the Company. There may be material damage, financial or otherwise, deliberate or otherwise, to the Company’s legitimate business interest.
- c) Under the terms of this confidentiality agreement, you agree to keep secret and shall not at any time, either during employment or post-employment, use, communicate or reveal to any person any trade secret or confidential information relating to the Company or any Associated Company.
- d) You are aware of the Company’s policies in relation to compliance with the General Data Protection Regulation and undertake to act in accordance with these at all times. Any breach of these policies will be dealt with under the Company’s disciplinary procedure and action taken can include dismissal without notice.

This job description and person specification outlines the summary of key accountabilities and is not an exhaustive list of duties and, is subject to periodical review and changes in line with the business needs.



PERSON SPECIFICATION

The main duties and responsibilities of the post holder are indicated below although other duties of an appropriate level and nature will also be required as necessary.

No	Description	Criteria
a.	Proven experience in case management within SEND, education. Experience in social care will be considered.	E
b.	Strong knowledge of SEND statutory requirements, EHCP processes, Annual Review and cessation procedures including mediation and tribunal processes.	E
c.	Ability to assess and review EHCPs to determine whether statutory provision remains necessary, ensuring lawful, defensible decision making and positive outcomes for children and young people.	E
d.	Experience in working with mainstream schools, colleges, non-maintained or independent settings and external providers.	E
e.	Excellent negotiation and communication skills, with experience in multi-agency collaboration and managing complex or sensitive discussions with families and professionals.	E
f.	Strong analytical skills with the ability to monitor trends in cessation activity and identify tribunal risk and present findings clearly.	E, S
g.	Experience in conducting annual reviews and statutory assessments including leading meetings and making evidence-based recommendations.	E, S
h.	Understanding of commissioning and financial planning related to EHCP continuation or cessation.	D
i.	Previous experience in a senior or lead case coordination role.	D
j.	Knowledge of supported internships and post-16 and post 19 transition processes	D
k.	The role will require travel to schools and partner agencies.	E

Key:	D	Desirable	I	Evaluated at interview
E	S	Shortlisting criteria	T	Subject to test

