

EHCP Coordinator

Full time: 37 Hours per Week – Permanent Contract

Salary: Cognus Band 2, starting at £38,729.93 per annum

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.

The term 'Special Educational Needs' (SEN) has a legal definition. Young people with special educational needs have learning difficulties or disabilities that make it harder for them to learn than most others of the same age. These young people may need additional learning support from that given to others of the same age. The Local Authority (LA) will have to make an Education Health Care Needs Assessment (EHCNA) of the child/ young person's needs, based on specialist advice. If the Authority then decides that young person needs special help, they must write an Education, Health and Care Plan (EHC Plan). This Plan describes all the young person's needs and all the special help that he or she needs and names the place that the young person should attend. The EHC Plan is a legally enforceable document.

The post-holder will be required to carry out the duties associated with EHCN statutory assessment of young people with special educational needs, writing EHC Plans to include provision and placement, review and monitoring of progress, in accordance with the Children and Families Act 2014 and the Code of Practice on Special Educational Needs 2015.

In accordance with Sutton's policy of educating young people within their local community wherever possible, the post-holder will be required to monitor the appropriateness of out-borough provision and look for opportunities to move students back to Sutton.

The post-holder will coordinate the case management system and enable provision which improves outcomes for children and young people with special needs and/or disabilities and their families.

The post-holder will report to Special Educational Needs and Disability Service Manager and to Head of Special Educational Needs.

Cognus Limited is about education. We believe there is no limit to learning and that learning is lifelong. Since our creation in November 2016, we exist to support schools, families, children and young people to access education and enjoy learning. Every child matters to us and we believe that access to education and learning is every child's fundamental right. We foresee every child and young person to achieve their full potential through education leading them to be our future leaders, professionals and economically active global citizens. Our children and young people are our future, and we believe that every child is worth fighting for regardless of their abilities, disabilities, colour, creed, race, religion or ethnic origin.

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

- i) Starting salary of £37,729.93 per annum (Cognus Band 2)
- 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
- viii) Cognus Coaching Programmes
- ix) An ambitious culture with friendly and supportive colleagues

Read more - [Why work for us? Cognus Recruitment Information](#)

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, which can be [downloaded from our website](#), outlining your suitability.

The deadline for receipt is **1st September 2026**. Candidates are requested to be available for interview on **14th September 2026**.

For an informal conversation about the role, please contact Lead EHCP Coordinators, Denise Lacey at denise.lacey@cognus.org.uk or Emma Morris at emma.morris@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:	EHCP Coordinator
DIVISION:	Special Educational Needs and Disability (SEND) Service
REPORTS TO:	SEND Team Manager
GRADE/PAY:	Cognus Band 2, annual salary of £38,729.93 (1 FTE)
LOCATION:	Cognus Office, First Floor, Cantium House, Wallington, SM6 0DZ

JOB SUMMARY

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The post-holder will report to Special Educational Needs and Disability Service Manager and to Head of Special Educational Needs.

PRINCIPLE ACCOUNTABILITIES:

1. To activate and co-ordinate the procedures of the LA upon receipt of requests and to do so within timescales governed by a legislative framework.
2. To gather evidence through the EHCN Assessment and to write Education Health Care Plans.
3. To develop a good working knowledge of the Special Educational Needs Code of Practice and to follow the processes and procedures set out in the Code of Practice (CoP) in respect of EHCN Assessment and placement at a college or with a training provider.
4. To make effective use of the SEND Database in managing the EHCN Assessment process for young people with special educational needs, ensuring that LA procedures are followed and all relevant data and information is recorded on the database. The information recorded will be confidential and sensitive and must not be disclosed to unauthorised persons. The database is used for casework scheduling, document storage and long-term educational planning, so accurate and complete data is essential.
5. To act as Named Officer for an allocated caseload of young people providing advice and information both about the EHCN Assessment, issuing of EHC Plans and review processes, as well as feedback regarding the progress of individual cases, to those young people and to parents, carers, colleges and training providers and to other professionals. To respond to a wide range of daily enquiries at the same time as progressing on-going casework. The post-holder will therefore need to be organised and resilient to manage this varied role.
6. To prepare written briefs for all advisory panels relating to children and young people with special educational needs, setting out key issues, options for consideration and financial implications,



ensuring that information submitted is accurate and complete. To attend such panels to present cases as appropriate.

7. To work closely with schools, other practitioners and parents in identifying the need for attendance at Annual Review meetings and Transitional Review meetings. In liaison with the Manager and Head of SEND, to attend review meetings as appropriate including EHCNA Planning Meeting.
8. To represent the LA at other meetings related to individual young people, including multi-agency meetings.
9. To identify cases where the young person has met the success criteria within the EHC Plan and make arrangements to cease or to maintain the EHC Plan.
10. To understand and apply the principles of confidentiality with regard to all aspects of casework.
11. To be able to deal with situations which are emotional and/or complex and to identify where further advice or involvement needs to be sought from more senior officers or other professionals. To work proactively with young people with special educational needs to promote a positive working relationship, which supports their best interests within the statutory and local framework. To meet one-to-one with the young person where appropriate to explain, reassure, listen to their views, negotiate and attempt to resolve disagreements as the situation demands. Such meetings will require tact, patience and an ability to ensure that the Local Authority view is understood by young people even if they do not agree with it. There is considerable scope within this role for the post-holder to influence a positive outcome for the Authority which may, for example, reduce the need for a high-cost placement, avoid an appeal to the Special Educational Needs & Disability Tribunal and reduce the risk of future litigation against the Authority.
12. To identify and prioritise cases where disputes may arise and work, under supervision, to find creative solutions to complex problems, with a resulting reduction in appeals to the SEN and Disability Tribunal.
13. To write Education, Health and Care Plans, making sure Outcomes are SMART, checking them prior to issue, within statutory timescales and to a high standard that would satisfy external scrutiny.
14. To respond to submissions regarding proposed EHC Plans and to make amendments where appropriate but also to ensure that any revised wording does not inappropriately restrict options for provision and placement.
15. To build and maintain knowledge of all local providers and their capacity to build packages to meet educational, social and health needs related to specific disabilities and to be able to negotiate bespoke packages for young people within the caseload, in accordance with LA decisions.
16. To exercise judgement and to seek Panel views with regard to appropriate places to pursue for individual young people, taking account of their special educational needs, preferences and the efficient use of resources. To report cost implications to the SEN Panel including, where appropriate SEN transport costs. To consult with colleges and training providers regarding the placement of young people with special educational needs. To work closely with head teachers at schools regarding on-going placement of pupils with EHC Plans.
17. To attend review meetings, particularly where placements are causing concern, to consider options and to suggest alternative sources of support where appropriate. To advise other professionals with regard to processes and procedures for young people with EHC Plans.
18. To work collaboratively with a range of other professionals including educational psychologists, social workers, health service staff including paediatricians and therapists, college staff and training providers.



19. To ensure that appropriate planning takes place in good time for phase transfers and to liaise with other agencies.
20. To undertake such other duties of a similar nature from time to time, as required by the Head of SEND.

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 Barring 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)	Educated to A-Level standard or equivalent	E, I, S
b)	Experience and knowledge of working in various settings including school, community and home	E, I, S
c)	Practical experience of writing reports, summaries, articles or similar written material	E, I, S
d)	Experience of working in a school, Local Authority or a similar setting	D
e)	Experience of working directly with young people and their families and experience of supporting young people and families through transitions	E, S, I
f)	Ability to communicate effectively, both orally and in writing, with a range of audiences (we will assess your overall presentation of your information in your application as part of the test for this)	E, I, T
g)	Ability to consult and negotiate effectively and diplomatically, with schools, parents and other partners	E, S
h)	Ability to work under pressure, organise own workload, and forward plan to ensure that statutory deadlines are met	E, I, S
i)	Ability to summarise and interpret a range of complex and details reports	E, S
j)	Ability to understand, implement and comply with the Equal Opportunities Policy	E
k)	Ability to demonstrate a commitment to the Local Authority in its work in supporting young people to return to their local community to access further education	E
l)	An awareness of the needs of children and young people	E, I, S
m)	Knowledge and practical application of a range of behaviour support strategies	E, I, S
n)	An understanding of equal opportunity issues and practices, and a commitment to inclusion	E, S
o)	Knowledge of the Code of Practice on Special Educational Needs and Disability 0 to 25 Years and Children and Families Act 2014	E, S, I
p)	A willingness to undertake ongoing, learning training and development	E
q)	A willingness to work flexibly in undertaking additional duties and training as necessary, and a willingness to travel outside of the Borough and southside of London as necessary	E
r)	Values safeguarding practices and the protection of children and young people, understands and engages with policies and practice to achieve this aim	E, I, S
s)	Honours and upholds the Company's Equal Opportunity Policy, Dignity at Work Policy, Safeguarding and Protection of Children, Health and Safety and Data Protection Policy at all times. Understanding of confidentiality, GDPR and information governance issues and how these are observed and maintained.	E

Key:	D	Desirable	I	Evaluated at interview
E	Essential	S	Shortlisting criteria	T



