

Senior EHCP Coordinator – Non-Maintained and Independent Special Schools/colleges (NMISS) and tuition packages

Full time: 37 Hours per Week – 24 Month Fixed Term Secondment/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 non-maintained and independent mainstream or special schools and colleges (NMISS) and tuition packages. 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 an 24-month secondment/contract opportunity open to current EHCP coordinators or external professionals.

You will be visiting settings and providers and will work in partnership with colleagues in the 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) Salary of £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, Perkbox and (upon completion of probation) Sovereign Healthcare Cashback plans
- 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, 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 Sunday, 13th April 2025**. Candidates are requested to be available for interview **on Thursday, 17th April 2025**.

Interview venue: Cognus Office - Cantium House, Railway Approach, Wallington, SM6 0DZ

Interview format:

- at 1pm on 16th April 2025, if you have been shortlisted, you will receive by email an in-tray exercise for which you will have 30 minutes to complete and submit to the person sending it to you.
- In person interviews will take place on 17th April 2025. Invites will be sent on 14th April 2025, following the shortlisting process, to those candidates shortlisted.

For an informal conversation about the role, please contact Amalia Banon, Head of SEND Service at Amalia.banon@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.



JOB DESCRIPTION

POSITION:	Senior EHCP Coordinator – Non-Maintained and Independent Special Schools/colleges (NMISS) and tuition packages
DIVISION:	SEND Service
REPORTS TO:	Head of SEND Service
GRADE/PAY:	£43,359.42 per annum (Cognus Band 3, SCP 50)
LOCATION:	Cognus Office, First Floor, Cantium House, Wallington, SM6 0DZ

Key Responsibilities:

- **Strategic Case Management:** Independently evaluate and oversee all NMISS and tuition placements to ensure they are cost-effective and necessary. Liaise with commissioners to ensure sufficiency of placements in our local area.
- **Financial Oversight:** Work closely with commissioning colleagues to negotiate better rates, review existing contracts, and ensure transparency in funding allocation, including negotiating notice periods when children or young people move to other settings.
- **Monitoring and Reporting:** Work with Commissioning colleagues to develop and implement frameworks to assess placement progress and effectiveness, ensuring accountability and measurable outcomes. Report directly to the Educational Operational Group (EOG) at least half termly, to include reporting on risks, sufficiency of placements and conditions required to enable impact.
- **Collaboration and Advocacy:** Work with schools, commissioning teams, social workers, and therapy teams to align provisions with the identified needs of each child and young person (CYP). Work with families/ young person and partners to pave the way for placements closer to the child/young person' home
- **Annual Reviews:** Support and complete the Annual Review process for all NMISS placements, ensuring the provision remains appropriate and necessary. This will also include reviewing the continued requirement for an EHCP and the suitability and impact of the therapy provision, as well as the progress made against the preparation for adulthood agenda.
- **Alternative Provision Exploration:** Identify opportunities for cost-effective, maintained sector alternatives that can meet the needs of CYP and plan the move with the family/young person and partners so we proceed in partnership.
- **Post-19 Transition Support:** Work closely with partners to assess post-19 placements and identify cases where EHCPs can be ceased if no longer required.



- **Therapy and SEND Support Coordination:** Engage with Cognus Therapy teams to align therapy provisions with actual needs, ensuring placements are provision-led rather than therapy-driven.
- **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.
- **Tuition packages:** work with the SEND team on a weekly basis to ensure all tuition packages have reintegration plans, these are reviewed half termly with the provider and weekly in terms of identification of suitable settings and progress & attendance reports served weekly from all tuition providers.
- **EOTAS packages:** work with the SEND service weekly to ensure weekly feedback from all providers of those packages and effective liaison with the family/young person takes place ahead of the annual review process to ascertain progress and pathways into reintegration into a setting.

Additional Information:

- The role will require travel to schools and partner agencies.
- Enhanced DBS check required.
- This role is a 24-month secondment 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, and placement funding structures.	E
c.	Ability to assess, challenge, and review high-cost placements to ensure value for money and outcomes for children and young people.	E
d.	Experience in working with non-maintained or independent settings and external providers.	E
e.	Excellent negotiation and communication skills, with experience in multi-agency collaboration.	E
f.	Strong analytical skills with the ability to monitor trends and present findings.	E, S
g.	Experience in conducting reviews and assessments of educational provisions.	E, S
h.	Understanding of commissioning and financial planning related to SEND placements.	D
i.	Previous experience in a senior or lead case coordination role.	D
j.	Knowledge of supported internships and post-19 education pathways.	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

