



Interim Post 14 EHCP Assessment Coordinator

Scale point: G7.45-G7.48 | Based in Maidenhead

About the service

Achieving for Children is an award-winning social enterprise responsible for delivering children's services in the Royal Borough of Windsor and Maidenhead. Our vision for Achieving for Children is simple: by bringing together professional expertise from three local authority areas, and by putting children and young people at the heart of everything we do, we will be able to deliver improved outcomes for families and give children and young people the best start in life. The service is multi-professional and includes special educational needs, social care, occupational therapy, family work and a wide range of support functions such as the Local Offer and Short Breaks.

This post sits within the Special Educational Needs and Disabilities (SEND) service in Windsor and Maidenhead. We support children and young people aged 0-25 years to access education. This interim position is in the Post 14 team, which works with young people from Y10+.

About the role

To undertake needs assessments in relation to statutory requests for an Education, Health and Care (EHC) Plan for those aged 14-25 years. Write EHC plans that are legally compliant and identify specific needs and provisions based on professional advice, within the statutory requirements of the Children and Families Act 2014 and the SEND Code of Practice. Completing all work within statutory timescales.

Carry a caseload and be responsible for onward planning of young people aged 14-25 as appropriate, whilst also involving parents/carers and young people to ensure their wishes, feelings and needs are accounted for. This may include seeking up to date professional reports, presenting cases to relevant decision-making panels, supporting work for Tribunal cases, attending annual reviews of EHC plans and updating plans as required. Undertake any other duties commensurate with the grade of the post, as may be required from time to time.

To participate in development initiatives where appropriate, e.g. working parties and keep up to date with all relevant local and national material/research relevant to the client group and build this knowledge into service delivery.

Undertake relevant training and professional development to ensure knowledge, skills and understanding of matters relating to special educational needs/disability, inclusion remains up to date and contribute to the broader aims of the service to improve integrated delivery to children and young people with SEND.

About you: our role specification

Qualifications

- Educated to a degree level, with appropriate professional qualification/s or relevant experience.

Skills and experience

- Knowledge and understanding of legislation, statutory frameworks and policy affecting services for children, young people and families in relation to SEND.
- Extensive experience of working with children and young people with SEND and their families coupled with a good understanding of needs.
- Experience of writing Education, Health and Care plans, where possible.
- Experience of building and maintaining successful relationships with a range of influencers, including schools.
- A good knowledge of safeguarding legislation related to disabled children, young people and their families.
- Proven ability to network, build relationships and influence others.
- Active commitment to a culture of innovation, including a willingness to challenge traditional ways of working.

Personal attributes

- A high level of determination, personal drive, energy and ambition to achieve challenging targets and improve outcomes.
- Commitment to an organisational culture and the development of services that value equality and diversity.
- Strong organisational abilities including: time management, creative-thinking, problem-solving and multitasking.
- Able to work flexibly and independently with limited management oversight.
- Outstanding communication and interpersonal skills that are open, honest, persuasive and pragmatic, including excellent negotiation and influencing skills.
- Ability to work as part of an effective and supportive team.
- The ability to meet deadlines and adhere to the agreed timelines and prioritise workload as required

The post holder will be expected to undertake other duties commensurate with the grade of the post, including deputising or working flexibly across the week to meet the business demands. This job profile is provided for guidance only.

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