



EHCP CASE OFFICER

PAY SCALE	Grade 9
CONTRACT TYPE	Permanent
LOCATION	Hybrid* Shropshire Council Head Office in Shrewsbury*
CLOSING DATE	25 th October 2026
INTERVIEW DATE	5 th November TBC

Our vision is - Shropshire living the best life.

Shropshire Council is a unitary authority which serves the rural county of Shropshire. One of the most important things about working here is the knowledge that you're working to help others and the real sense of achievement and purpose that brings.

The people of Shropshire are rightly proud of their county's assets, its natural beauty, its history, its diverse economy, its vibrant culture.

About the role

As an EHCP Case Officer you are the first point of contact for children, young people and their families for the statutory EHCP processes. The post holder will maintain a caseload, set up and maintain positive and professional working relationships and work in partnership with families and partners, whilst ensuring compliance with relevant legislation. You will be responsible for administering statutory processes linked to the statutory assessment process, Education, Health and Care Plan legislation, including writing and amending EHCPs in accordance with The Children and Families Act 2014 and SEN Code of Practice January 2015 and locally agreed quality standards. You will provide comprehensive casework management and administrative support to ensure the effectiveness of the EHCP Team.

About you

- You will have knowledge and understanding of the key legislative frameworks relating to the provision of SEND services and their application to effective casework
- Knowledge of the statutory process for Education, Health and Care assessments, EHC plans and annual reviews
- Experience of successfully managing casework or a caseload

- Knowledge of the pathways through the education system especially for those children in pre-school setting/ EYFS.
- You will be an excellent communicator.
- Be able to work to deadlines and respond positively to a demanding workload.

Benefits

We value our employees and offer staff rewards and plenty of opportunities for personal development, apprenticeships and career progression including:

- Generous annual leave commencing at 28 days increasing with service to 33 days (pro rata for part time). With additional annual leave purchase policy.
- Access to a benefits platform with a wide range of retail discounts and salary sacrifice schemes (cars, bikes, AVCs)
- Employer contribution Pension Scheme [Shropshire County Pension Fund](#)
- Supportive carers and parental policies (maternity, paternity, adoption leave, special leave)
- Many opportunities for flexible and agile working, we offer a hybrid model of working to promote flexible working around personal and family commitments.
- Access to counselling and occupational health services
- Staff networks

How to apply

We would love to get to know you more so please give us a call if you would like to discuss this role or our team. You can call us on 01743 254267

When you are ready to apply, you will need to complete the online application form detailing what you can bring to the role which is outlined within the job description and how you meet the job requirements within the person specification. We look forward to hearing from you!