



EHCP CASE OFFICER

PAY SCALE	Grade 12
CONTRACT TYPE	Permanent
LOCATION	Hybrid* Shropshire Council Head Office in Shrewsbury*
CLOSING DATE	15 th November 2026
INTERVIEW DATE	27 th November 2026 to be confirmed

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

Are you an experienced SEND professional ready to take the next step in your career? We are looking for a Senior EHCP Case Officer to help lead the delivery of high-quality, legally compliant Education, Health and Care Plans for children and young people aged 0–25. This senior role will have lead responsibility for the Post-16 cohort and therefore requires the specialist skills, knowledge and experience needed to support effective preparation for adulthood, post-16 education and training pathways, transition planning and complex placement decisions. Supporting the EHCP Team Manager, you will oversee statutory assessment and review activity within a designated area, manage a caseload, line manage EHCP Case Officers and help ensure that statutory timescales are met. You will play a key role in quality assurance, multi-agency auditing, SEND decision-making panels and the resolution of complaints, mediation and Tribunal matters. Working collaboratively with children, young people, families and partner agencies, you will champion person-centred practice and co-production while helping the Local Authority secure the best possible outcomes and make effective use of public resources.

About you

- You will have an appropriate degree or professional qualification, or equivalent experience, alongside substantial senior-level experience within a local authority, education setting or a similar service supporting children, young people and families. Experience of Post 16 setting is desirable.
- You will bring significant experience of managing complex SEND casework and a strong working knowledge of the statutory processes for Education, Health and Care needs assessments, EHC plans and annual reviews.
- You will have a thorough understanding of SEND legislation, including the Children and Families Act 2014, the Education Act 1996 and the SEND Code of Practice, and be confident applying this to effective, legally compliant decision-making.
- You will be able to build constructive relationships and work collaboratively with children and young people, parents and carers, education settings, colleagues and partner agencies, while providing appropriate guidance and professional challenge.
- You will be an accomplished communicator with the confidence to manage complex conversations, resolve conflict and keep decisions focused on the needs and outcomes of the child or young person.
- You will have strong organisational and people-management skills, with the resilience to balance competing priorities, manage your own caseload and deliver high-quality work within statutory timescales.
- You will be able to use evidence and data to make informed decisions, contribute to service improvement and make proportionate use of public resources.
- You will be flexible, adaptable and committed to equality, safeguarding, partnership working and securing the right support, in the right place and at the right time for children and young people with SEND.

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!