

Miss Maddy Jones
Headteacher

JOB DESCRIPTION – EHCP Co-ordinator

NAME:

POST: EHCP Co-ordinator **SALARY:** Kent Range 5

LOCATION: Ifield Foundation Special School

HOURS: 30 hours per week – term time

PURPOSE OF ROLE:

- To plan, prioritise and administrate the EHC Plans and Annual Reviews for pupils and students., ensuring that statutory deadlines are fulfilled. To provide support to the wider administration team and Leadership team as required.
- To inform the Leadership Team and Teachers of Annual Review and EHCP information /updates to procedures as and when required.

REPORTING TO:

1. Headteacher
2. Assistant Headteachers
3. Director of Finance & Resources

RESPONSIBILITIES AND DUTIES:

- Keep up to date with latest procedures and paperwork for annual reviews, including using information from KELSI (KCC) and DFE guidance including SEN Code of Practice etc.
- Plan, prioritise and monitor annual reviews for pupils and students, including Ifield Sixth Form.
- Coordinate CIN meetings, liaising with Social Services and combining meetings with Annual Reviews where necessary.
- Track status of EHCPs and requests for change of primary need etc.
- Arrange and monitor the annual review meetings, including booking rooms, sending invitations to all stakeholders (including parents/carers, Social Services, medical professionals etc). Ensure that Local Authority officers are invited to relevant meetings.
- Prepare all paperwork for the Local Authority following the meeting, ensuring all supporting paperwork is included. Ensure evidence of new diagnoses is included where required and relaying any changes/need type to appropriate staff.

- Liaise with Local Authority officers and Social Services on procedures when required, and ensure that up to date versions of documents are being used.
- Copy and distribute completed Annual Review documentation securely to all parties.
- Provide support and training to new meeting chairs / support staff when required.
- Provide support, guidance and advice to parents on procedures /documents when required.
- Please content of this job description may be subject to change as the role is established and evolves as this is a new full-time job role.

“Only the best for Ifield School”

Ifield School aims to provide an outstanding and supportive learning environment; one which allows everyone to realise their full potential, with high self-esteem and respect for others in the community, so that they are able to take their place in society with confidence and pride.

The Job Description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.

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| Signed: | Signed: |
| Headteacher: Miss Maddy Jones | Name: |
| Date: | Date: |