



Term Time Only – EHCP Administrator

Hours: 18 Hours Per Week 8.30am – 2.30pm - Days Flexible

Reports to: EHCP Co-Ordinator

Pay grade: Kent Range 4

Job Description

We are seeking to appoint a EHCP Administrator to undertake administrative work to help ensure that efficient and effective services are provided to the school.

RESPONSIBILITIES

- Keep up to date with latest procedures and paperwork for annual reviews, including using information from KELSI and DFE guidance including SEN Code of Practice etc.
- Monitor annual reviews, including Sixth form students.
- Supporting the EHCP Co-ordinator to arrange and monitor the annual review meetings, including booking rooms & sending invitations to all stakeholders.
- Prepare all packs of documentation before each meeting, and remind all teachers for current documentation, i.e. provision plans, section A documents, other year appropriate documentation.
- Support the EHCP Co-ordinator to collate all relevant documentation and to submit Annual Review paperwork within the timescales after meetings.
- Support the EHCP Co-ordinator to track status of EHCP's and requests for change of placements & primary need etc.
- Provide support to new meeting chairs/teaching staff when required.
- Provide support and advice to parents/carers on procedures/documents when required.
- Continue to sustain positive working relationships with other agencies/services to share information sensitively and to request reports/evidence to support AR documentation.

ADMINISTRATION

- Prepare and part-complete Annual Review forms in advance of the meetings.
- Collate all relevant documentation for the meetings and email prepared pack to the chairperson and class teacher.
- Schedule text reminders to be sent the day before meetings to parents/carers.



- Telephone parents/carers to chase communication.
- Liaise with SLT and teachers throughout the year with changes to dates.
- Book interpreters where necessary.
- Booking rooms for meetings.
- Create electronic files for each student.
- Scanning of Section A documentation and saving to electronic files.
- Filing of EHCP paperwork in pupils' box files.
- Send evaluation texts regarding SEN Team feedback questionnaires.
- Setting up calendar appointments and virtual calls.
- Such other duties that may be deemed appropriate assigned by the Headteacher