

## Fortis Trust – Job Description

### POST TITLE

Student Transition/Administration Assistant

### RESPONSIBLE TO

Principal  
Parent Carer Partnership Manager

### PURPOSE OF JOB

To assist with the organisation and administration of the student annual EHCP review meetings.

To provide additional administrative support.

### 1. DUTIES AND RESPONSIBILITIES

- 1.1 To co-ordinate the annual EHCP review process across all year groups within the Academy in conjunction with the Student Transition Co-ordinator.
- 1.2 To liaise with staff, students, multi- disciplinary agencies, partner agencies, statutory bodies, parents and carers.
- 1.3 To help facilitate person centred planning meetings within SEN Statutory Assessment Process, for Bradfields students including preparing paperwork ready for the meeting to take place.
- 1.4 To work closely with SEN Officers and Specialist Services to ensure effective and timely delivery of the EHC process including liaising with the LA regarding funding and change of placements.
- 1.5 To be familiar with legislation, policies, services and working practices, including, Person Centred Plans, and Care plans and reviews, relating to the care management of Bradfields students.
- 1.6 To be a point of contact for parents/carers and assist with the co-ordination of the EHC Assessments for families, within current statutory timescales.
- 1.7 To distribute the updated EHCP paperwork to relevant parties after the meeting.
- 1.8 To plan and facilitate where necessary person centred EHCP meetings with families/carers and professionals across education, health, social care and voluntary sectors.
- 1.9 To include, as appropriate, the student and other people/professionals key to the students' EHC Plan.
- 1.10 To ensure the student and/or their parents/carers are involved in the meetings and development of the EHC Plan that the preferred communication of the student is recognised and the plan adapted if relevant.
- 1.11 To work with professionals to ensure their knowledge, experience, skills and relevant assessments inform the EHC plan.
- 1.12 To ensure the EHC Plan clearly details the student's needs, has clear actions and is outcome focussed with realistic timescales.
- 1.13 To work closely with the SEND Team, including maintaining regular communication and updates, reporting issues, meeting deadlines, and feeding back to help inform further development of the process.
- 1.14 To work within a Statutory Timescale.
- 1.15 To promote highly effective partnership working.
- 1.16 To ensure that a high level of confidentiality is maintained in all aspects of work.
- 1.17 To ensure the progress of students with Education, Health and Care Plans is monitored and reviewed, via Annual Review processes.

## 2. RELATIONSHIPS

- 2.1 To work in partnership with the Student Transition Co-ordinator and Partnership Manager.
- 2.2 Build positive relationships with all members of the Trust community, showing positive attitudes.
- 2.3 To establish strong positive working relationships with other members of the Pastoral and Administration Teams.
- 2.4 To promote and foster good relationships and effective liaison with parents.
- 2.5 To promote and foster good relationships and effective liaison with other Fortis Trust Staff.
- 2.6 To promote good relationships and effective liaison with all appropriate external agency professionals involved with the Trust.
- 2.7 To promote goodwill and positive public relations with individuals and groups in the local area and the wider community.
- 2.8 The post holder is responsible to Pastoral Team Manager for their duties, responsibilities and tasks.

## 3. OTHER RESPONSIBILITIES

- 3.1 To undertake any administration and general office duties, including filing, photocopying, maintenance of both paper and electronic filing and record systems and other administrative support to assist in the efficient operation of the academy.
- 3.2 To be a key member of the Pastoral Team and attend relevant meetings.
- 3.3 To ensure the effective communication of Bradfield's Philosophy, Aims and Policies to staff, pupils and outside agencies.
- 3.4 To carry out any other 'reasonable' duties as designated by the Principal.
- 3.5 To carry out duties as contained in your Fortis Trust contract.

Prepared February 2025

*This job description may be amended at any time in consultation with the post holder and will be reviewed annually.*

*The key tasks listed above are only an indication of the main tasks required to be performed. It is not an exhaustive list of duties and responsibilities and may be subject to amendment to take account of changing circumstances. Any changes will be made following discussion with the post holder.*

**Next Review Date:** February 2026

**Principal's signature:**

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**Date:**

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**Post holder's signature:**

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**Date:**

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