**Job Description – EHCP Co-ordinator**

**Name:**

**Post Title:** EHCP Co-ordinator

**School:** Ifield School

**Pay Range:** Kent Range 5

**Reportable to:** Director of Finance and Resources

**JOB PURPOSE:**

* To plan, prioritise and administrate the Educational, Health and Care Plans (EHCPs) and

Annual Reviews for pupils, ensuring that statutory deadlines are fulfilled.

* To co-ordinate Child in Need (CiN) and Child in Care (CiC) review meetings for necessary

pupils.

* To provide support to the wider Administration Team and Leadership Team as required.

**PRINCIPAL ACCOUNTABILITIES:**

* 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.
* Plan, prioritise and monitor Annual Reviews for pupils and students, including Ifield Sixth Form in line with statutory timeframes.
* Co-ordinate Child in Need (CiN) Review Meetings and all associated meetings for Children in Care (CiC), liaising with Social Services and combining meetings with Annual Reviews where necessary.
* To inform key staff, including leadership and the headteacher, of Annual Review and EHCP information, provide updates in line with Local Authority guidance.
* Track status of EHCPs and communicate with relevant professionals when a change of need is identified or additional funding is granted for 1:1 funding or for individual therapies, such as Speech and Language Therapy or Occupational Therapy, whilst liaising with the Director of Finance and Resources and Pupil Services Officer.
* Co-ordinate Annual Review meetings, including booking rooms, sending invitations to all stakeholders (including parents/carers, Social Services, medical professionals). 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 Authorities and Social Services regarding processes and 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 for new teaching staff, in line with the school’s induction programme.
* Provide information and guidance to parents regarding procedures and documents when required.
* Comply with policies and procedures relating to confidentiality and data protection, reporting all concerns to an appropriate person.
* Provide support and cover for the front reception, ensuring a high quality, professional service, welcoming to all visitors, pupils, parents/carers and staff.
* To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
* To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
* To safeguard and promote the welfare of children and young people in line with school policies and Keeping Children Safe in Education (KCSIE) guidance.
* The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the role, skills and pay grade.

**“Only the best for Ifield School”**

Ifield School aims to provide an outstanding and supportive learning environment; one which allows everyone to achieve their very best, 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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| **Name:** | **Name:** Maddie Arnold-Jones |
| **Signature:** | **Signature:** |
| **Date:** | **Date:** |