**Annual Review Manager**

Line Manager: Headteacher

Job Purpose:

The Annual Review Manager is responsible for overseeing and coordinating the annual review process for students with Education, Health, and Care Plans (EHCPs) at Ripplevale School. The role involves ensuring compliance with statutory requirements, maintaining accurate records, liaising with relevant stakeholders, and supporting the educational and developmental needs of students.

Key Responsibilities:

1. Coordination of Annual Reviews:

- Schedule and organise annual review meetings for students with EHCPs.

- Prepare and distribute invitations, agendas, and relevant documentation to parents, teachers, external agencies, and local authorities.

- Ensure all necessary documentation, including reports and updates, is collected and reviewed prior to meetings.

1. Record Keeping and Reporting:

- Maintain accurate and up-to-date records of all annual reviews and related correspondence.

- Prepare and distribute detailed minutes and action plans following review meetings.

- Ensure compliance with statutory deadlines and requirements for documentation and reporting.

1. Stakeholder Liaison:

- Serve as the primary point of contact for parents, guardians, and external agencies regarding the annual review process.

- Collaborate with teachers, support staff, and external professionals to gather input and feedback for reviews.

- Address and resolve any concerns or queries from stakeholders in a timely and professional manner.

1. Support for Students:

- Ensure that the educational and developmental needs of students are effectively communicated and addressed during the review process.

- Monitor the implementation of action plans and recommendations arising from annual reviews.

- Provide support and guidance to students and families as needed.

1. Compliance and Best Practices:

- Stay informed about current legislation, policies, and best practices related to EHCPs and special educational needs.

- Ensure that the school’s annual review processes align with statutory requirements and local authority guidelines.

- Participate in training and professional development opportunities to enhance skills and knowledge.

1. Administrative Duties:

- Manage the administrative aspects of the annual review process, including scheduling, document preparation, and communication.

- Utilize school management systems and databases to track and monitor review schedules and outcomes.

- Provide administrative support to the Special Educational Needs Coordinator (SENCo) and other senior leaders as required.

Qualifications and Experience:

- Previous experience in a similar role within an educational setting.

- Knowledge of EHCP processes and statutory requirements.

- Strong organizational and administrative skills.

- Excellent communication and interpersonal skills.

- Ability to work collaboratively with a range of stakeholders.

- Proficiency in using office software and school management systems.

- Understanding of special educational needs and disability (SEND) frameworks

Personal Attributes:

- Attention to detail and a high level of accuracy.

- Empathy and understanding towards students with special educational needs and their families.

- Ability to prioritize tasks and manage time effectively.

- Commitment to maintaining confidentiality and professionalism.

- Flexibility and adaptability to meet the changing needs of the school and its students.

Working Conditions:

- Full-time position, typically during school hours with occasional meetings outside of regular hours. Term Time only + 3 weeks.

- Based at Ripplevale School, Rochester, with potential travel to local authority offices or other sites as required.

Salary:

- Commensurate with experience and qualifications.

This job description outlines the primary duties and requirements for the Annual Review Manager role at Ripplevale School, Rochester. It is intended to provide a clear understanding of the position and may be subject to modifications as the needs of the school evolve.