



JOB DESCRIPTION

JOB TITLE: EHCP Co-ordinator

HOURS: 37 hours per week, 195 days per year, term time only.
Details of working week to be agreed with the Headteacher.
(Either 8.00am – 4.00pm or 9.00am to 5.00pm.)

SALARY SCALE: Scale D2 points 4 - 11 (pro rata)

LOCATION: Based and deployed across both school sites. Regular work pattern to be negotiated with the Headteacher to meet the needs of the school.

REPORTS TO:

1. The Headteacher, who has overall responsibility for the school and /or her deputies.
2. The Office Manager for day-to-day supervision and instruction.

RESPONSIBILITIES AND DUTIES:

Under the direction and guidance of the Headteacher, to undertake school clerical duties as listed below.

GENERAL DUTIES/RESPONSIBILITIES FOR ALL SCHOOL STAFF:

Safeguarding and promoting the welfare of children is employee's responsibility. Everyone at Abbey Court School has a role to play in safeguarding pupils. In order to fulfil this responsibility, all staff should make sure their approach is always child centred. Staff will follow school policy with regard to all safeguarding matters at all times.

1. To carry out school policy as documented and/or as directed by the Headteacher.
2. To present the school in a positive way in the community.
3. To respect the confidential nature of all information acquired in the performance of the job either verbally or in writing.
4. To work in a responsible and safe manner, paying attention to all Health and Safety procedures operating within the school.
5. To assist in the provision of a high-quality educational experience for all children.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. To carry out basic clerical duties (e.g., distribution of post/filing/taking meeting minutes/photocopying/reception – front of house).

2. Keep up to date with latest procedures and paperwork for Annual Reviews, including using information from Medway Local Authority, and DfE guidance, including SEN Code of Practice.
3. Ensure the school's compliance with all national and local statutory guidance for Annual Reviews.
4. Plan, prioritise and monitor Annual Reviews for pupils and students in line with statutory timeframes.
5. Prepare documentation for Annual Reviews and statutory returns.
6. 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 Site Deputies.
7. Process new EHCPs received from the Local Authority, following the school's policies and procedures.
8. Update relevant school records in accordance with information included on individual pupil EHCPs, such as entitlement to therapy provision or interventions.
9. 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.
10. Attend Annual Review meetings and take Minutes of the meetings.
11. 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.
12. Ensure timely submission of reports to local authorities and other stakeholders.
13. 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.
14. Copy and distribute completed Annual Review documentation securely to all parties.
15. Comply with policies and procedures relating to confidentiality and data protection, reporting all concerns to an appropriate person.
16. Maintain secure and confidential records in line with GDPR.
17. To carry out adhoc instruction as directed by the Office Manager/Leadership Team.
18. To work in a safe and responsible manner paying attention to all Health & Safety procedures operating within the school.

This job description describes the way the postholder is required to complete and perform the duties set out above. These duties may be varied from time to time to meet the changing demands of the school at the discretion of the Headteacher and following consultation with you. This job description does not form part of the Contract of Employment.

Signed Date



PERSON SPECIFICATION

EHCP CO-ORDINATOR

Applications will be short-listed on the basis of the following criteria. In your application please show with relevant examples, how you meet the requirements detailed.

ESSENTIAL	
A	EDUCATION, QUALIFICATIONS & TRAINING <ul style="list-style-type: none"> • Good general level of education. GCSEs or equivalent (Grade 4 or above) in Maths and English.
B	EXPERIENCE <ul style="list-style-type: none"> • Previous experience of office work is essential.
C	APTITUDE <ul style="list-style-type: none"> • Ability to prioritise and manage workload. • Ability to remain calm under pressure. • An effective communicator (in both written and verbal communication).
D	SKILLS <ul style="list-style-type: none"> • Ability to work in a busy office. • Ability to work to set deadlines. • Excellent keyboard skills, with a high level of accuracy. • Excellent organisational skills.
E	PERSONAL CIRCUMSTANCES <ul style="list-style-type: none"> • Enthusiasm, self-motivated and flexible. • Has a professional approach and high professional standards. • Well presented with a welcoming friendly manner.
DESIRABLE	
F	KNOWLEDGE <ul style="list-style-type: none"> • Able to contribute ideas to office development and improvement. • Knowledge and/or experience of national/local guidance related to Annual Reviews and/or EHCPs, including DfE guidance and the SEN Code of Practice. • Knowledge/experience of using Microsoft Office applications and SIMS.
G	EQUAL OPPORTUNITIES <ul style="list-style-type: none"> • A commitment to the Council's Equal Opportunities policies and the ability to understand and implement the policies in relation to the role.