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Description generated with high confidence

**JOB DESCRIPTION**

**Job Title:** EHCP Assistant

**Reports to:** Annual Review Officer

**Hours:** 5 hours per day, 3 days per week (15 hours per week) Term Time Only

**Salary Range:** Kent Range 4 - £5,980 - £6,366 (pro-rata)  
£17,498 - £18,611 full time equivalent

**Purpose of the Job:**

* To minute Education Health and Care Plan (EHCP) meetings for pupils, nursery children reviews, Transition Planning meetings, and other school meetings as required.
* To provide other administrative support as required.

**Job Dimensions:**

* All pupils aged 3 to 19 in all settings.
* Administrative support for teachers in relation to pupil meetings.
* High degree of support and involvement with parents throughout their child’s schooling at Nexus.
* Multi-agency working with the Local Authority, Social Services, the NHS, and other local service providers.

**Key duties and responsibilities:**

*Specific duties are likely to vary from time to time and will be fully reviewed annually alongside the remainder of this job description*

* Liaison with the Local Authority’s to request electronic EHCPs and other relevant documents.
* Communicating with Local Authorities to ascertain timescales and notify of scheduled EHCP meetings.
* To arrange EHCP meetings and request information from attendees.
* Communicating the agreed EHCP process to parents and professionals.
* Schedule meetings, ensuring all professionals and those with parental responsibility are invited and can attend, booking rooms, refreshments and notifying staff involved.
* Send parental contribution form home to be completed in advance.
* Make contact with Social Services to alert them to the requirement for their input.
* Minute taking onto a laptop and editing throughout the meeting.
* Ensuring consent and attendance forms are completed.
* Pursuing outstanding information and ensuring care plans are available in time to be presented at the meeting, following the review.
* Submitting draft EHCP to Local Authorities with relevant appendices within the required timeframe.
* Acting as point of contact for subsequent queries and amendments and ensuring lead personnel are informed.
* Answering parental and social services queries relating to EHCP, contacting Local Authority if required and feeding back to AR Officer as necessary.
* Checking proposed drafts and final documents for errors in readiness for approval.
* Updating in-house system, electronic and paper files with final document and ensuring access to outcomes are available for all staff.

All members of staff are responsible for promoting and safeguarding the welfare of all children and young people they come into contact with.

**Organisation Structure:**

EHCP Assistant

Annual Review Officer

*This Job Description is current at the date shown but in consultation with you may be changed by the Head Teacher to reflect or anticipate changes to the job commensurate with the grade and job title.*

**PERSON SPECIFICATION**

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| **Qualifications** | * • | * GCSE English and Maths grade C or above (or equivalent) |
| **Experience** | •  •  • | Considerable knowledge and experience in the use of Excel and word packages  High level of administrative skills and the ability to communicate effectively at all levels  Minute or note taking experience desirable |
| **Skills and Abilities** | •  •  •  •  •  •  •  • •  • | Excellent organisational skills  Ability to touch type  Ability to organise and prioritise workload to achieve deadlines  Ability to communicate effectively and in a courteous manner in person, by e-mail and over the telephone  Ability to receive and assess information over telephone or in person and refer to the appropriate person or source of information  Ability to investigate queries and anomalies when required  Ability to operate computerised and manual filing systems and to make improvements where necessary  Ability to take accurate notes and minutes of meetings  Co-ordination skills when arranging meetings and appointments  Ability to process and maintain records |
| **Knowledge** | •  •  •  •  •  • | Totally committed to working in a confidential and discrete manner due to the sensitive nature of many of the duties of the role  Requires knowledge and procedures for a range of administration activities including knowledge of various IT packages  Knowledge of computerised and manual filing systems  Awareness of Data Protection and confidentiality issues  Staff will be expected to have an awareness of and work within national legislation and procedures relating to Health and Safety |
| **Behaviours** | •  •  •  •  •  •  •  • | A positive attitude to all aspects of work  To be adaptable and flexible  To demonstrate a desire to do your very best and to want to improve yourself  To show dignity and respect for everyone  To be self-assured and independent  To act in a professional manner  To use initiative  To demonstrate accountability for your actions |