

**Ripplevale School
EHCP & PEP Administrator
Job Description**

Name of Post Holder:

Post Title: Education Health Care Plan (EHCP) & Personal Education Plan (PEP) Administrator

Post Purpose: To ensure that the annual review of the EHCP for each pupil and the PEP for each Child in Care (CIC) pupil is carried out efficiently and to the agreed timetable working independently but alongside the SENCo, with little reference to SENCo.

Reporting to: SENCo

Responsible for: None

Liaising with: **SENCo** - to discuss and plan review schedule and meetings, seeking clarification on staff roles and responsibilities and follow up actions.
Headteacher - to provide updates on the review schedule and respond to requests for information.
Teaching, classroom and associate staff. – to liaise with teaching staff to ensure that all deadlines are met.
External agencies – to liaise with for review meetings and obtain professional advice appropriate to each review.
Education Staff– to provide additional admin support when required/as directed

Disclosure level: Enhanced

Main Responsibilities and Role

- Liaise with the SENCo and Senior Leadership Team to prepare an EHCP review timetable and PEP and CIC review timetables; to ensure that the process is carried out as efficiently as possible, ensuring the agreed timetable is adhered to throughout the process.
- Liaise with local area SEN offices about timetable for review meetings also Social Services office for PEP and CIC meetings. Act as first line of enquiry for local SEN offices, social workers and parents/carers regarding EHCP plans-
- To coordinate and plan the meetings ensuring that invites are sent out to all professionals, parents/carers and that the draft EHCP plans are circulated within the specified timeframes

- Liaise with SENCO and SaLT (Speech & Language Therapist), OT (Occupational Therapist) and external professionals to obtain professional advice and collate any new (keep & add) advice submitted on reports for EHCP and PEP meetings.
- Prepare the draft review and transition plan referring to the previous information and inserting any actions or amendments necessary.
- Pass the draft reviews to the SENCo and/or appropriate tutor for completion.
- Pass the completed documents to the SENCo.
- Set up meeting rooms or Zoom meetings
- Attend and minute meetings
- Update paperwork/online software of outcomes of meetings
- Decide when it is appropriate to prepare letters in readiness for submission of the draft reports.
- Send the completed document to all relevant parties, ensuring it accurately reflects the outcome.
- Ensure post meeting forms for transfer or annual review are completed and passed to the area SEN office along with completed EHCP paperwork.
- Draft letters of referral and pass to SENCo for approval, then send to appropriate professionals.
- To be responsible for the accuracy of the completed review and send to parents and all interested parties.
- Maintain pupils' electronic EHCP and PEP files.
- To be responsible for dealing with any enquiries in relation to reviews from a range of interested parties.
- Maintain the EHCP review report, noting if it requires attention and ensuring it is completed as appropriate. Archive as appropriate.
- Maintain and update all PEP and prepare online and word documents by transferring appropriate information from the EHCP and reports
- Complete attainment and attendance sections of forms, by transferring data from other documents.
- Update software by adding appropriate data from interventions and link to provision plans under guidance from the SENCo.
- Work as part of the administration team carrying out general administrative duties as and when required to do so.
- Update and track pupil premium, by checking the approval of money, complete education order form and send to SLT after checking with SENCo, monitor and track the ordering of items.
- Input progress data from interventions under guidance from the SENCo

Undertake other duties as reasonably correspond to the level and general character of the post.

Staffing

Not relevant to this post

Quality Assurance

- To help to implement school quality procedures and to adhere to those.
- To take part, as may be required, in the review, development and management of activities relating to the organisation and pastoral functions of the school

Communications and Liaison

- To communicate effectively with the parents of pupils and staff as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school – especially when arranging EHCP and PEP dates and other meetings.
- To follow agreed policies for communications in the school.
- To take part in liaison activities such as reviews, parents evenings and open days.

Management of Resources

- To co-operate and be flexible with school staff and external professionals to ensure a sharing and effective usage of resources to the benefit of the school and the pupils.

School Ethos

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.
- To promote actively the school's policies.
- To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate.

General Duties

- To undertake the professional duties of the post.
- To work in accordance with the school's agreed policies and procedures as contained in the school handbook.
- To ensure that all activities are carried out in accordance with Equal Opportunities legislation and the school's Equal Opportunities Policy.
- To undertake your personal Health and Safety responsibilities within the HASAWA 1974.
- To undertake any other duties which are reasonably assigned to you commensurate with the level of the post.

The above outlines the main duties and responsibilities of the post but may not identify each individual task to be undertaken.

Child Protection & Safeguarding

- To make yourself aware of all relevant school policies and ensure that you abide by Ripplevale School's Child Protection Policy which contains the names and points of contact for all relevant agencies.
- To participate in all Child Protection training required by the school.

- To immediately report any incidents of a child protection nature to the school's Designated Safeguard Lead, the Headteacher or the Directors.

Failure by a member of staff to report actual or suspected physical, sexual or emotional abuse or neglect of a pupil is a disciplinary offence.

Signatures:

The school will undertake to make any reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for an employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis (or as need arises) and following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed	Name	Designation	Date
		EHCP & PEP Admin	
		Head of School	