



JOB DESCRIPTION



- Job Title:** EHCP Co-ordinator
- Grade:** LV05 point 8 to 12
- Responsible to:** The SENCo
- Liaison With:** Assistant Headteacher for Inclusion, Assistant to the SENCo, Exams officer, Teachers, LSAs,

KEY ROLE:

The post holder is responsible for:

Supporting the progress of students with identified SEND through the provision of administrative support for the SENCo

MAIN DUTIES AND RESPONSIBILITIES

Reviews and SEND Register

- Administration of EHCP and ISP reviews including organisation of meetings and completion of annual review paperwork ensuring accurate entry of all sections
- Co-ordinate the Annual Review process
- Administration of SEND consultations
- Keep SEND register up to date
- Obtain SEND information for mid-year admissions from previous schools
- Liaison with teachers, SLT, parents, carers, the Local Authority and external agencies to support the EHCP and Annual Review processes
- Upload teacher views onto the EHCP Hub

Access Arrangements

- Collate information about 'normal way of working' practice from teachers. Keep this information up to date
- Assist the SENCo with the completion of Form 8s
- Keep access arrangement information up to date after testing
- Share information with Exams Officer

Referrals

- Aid the completion of referral paperwork e.g. Educational Psychology service

Operations

- Provide oversight of the SENCo's calendar
- Organise meetings and take notes when required
- Take phone calls from parents and pass on information to relevant person
- Create and maintain a schedule for updating key statutory SEND documents
- Ensure the SEND area of the school website is up to date and compliant
- Maintain stocks of general SEND support materials

General

- 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 ensure that all administrative duties, checks, documentation, reports and return are completed accurately and submitted within required deadlines.
- To deal with correspondence promptly and as required.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- To ensure that all Trust policies and procedures are followed.
- To ensure that all duties and services provided are in accordance with the Trust's Equal Opportunities Policy and practices in respect of both employment issues and the delivery of services to the community.
- To ensure that all duties and services provided are in accordance with the Trust's Data Protection Policy and practices and reporting to the DPO any concerns or requests.
- To undertake any training commensurate to the post and attend relevant meetings as required by the Trust.

The Trust Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher/Chief Executive Officer to carry out appropriate duties within the context of the job, skills and grade at any site within the Trust.

Post Holder's Name:

Signature: **Date:**

Line Manager's Name:

Signature: **Date:**

EHCP Co-ordinator

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • GCSE English and maths (or equivalent) at grade C or above 	
Experience	<ul style="list-style-type: none"> • Administrative work within a busy setting 	
Knowledge and Skills	<ul style="list-style-type: none"> • Strong skills in all aspects of Microsoft Office including TEAMS • Strong interpersonal and communication skills • Ability to prioritise work efficiently and effectively • Ability to work flexibly to meet deadlines and respond to unplanned situations • Ability to respond positively to and actively support Senior Management within the Trust • Ability to work as part of a team 	<ul style="list-style-type: none"> • Experience of working within a school environment • Knowledge of SEND Code of Practice and school's duties in relation to this • Knowledge of school MIS systems
Personal Qualities	<ul style="list-style-type: none"> • Able to maintain confidentiality in all circumstances • Meticulous attention to detail • Professional attitude • Proactive approach to work being responsive, empathetic and supportive to all within the school • Able to establish effective relationships with those working in and with the school • Ability to build and form good relationships with colleagues and students • Understand the importance of physical and emotional wellbeing of staff and pupils • Have a sense of humour 	<ul style="list-style-type: none"> • Able to contribute new ideas and ways of working