

JOB DESCRIPTION

Job Title:	EHCP Co-ordinator
Grade:	Band 8 SCP 19 – 23 £28,885.4.90 – 30,990.60 pa
Hours:	37 hours per week (Term Time plus One Week)
Job Location:	Beaumont Hill Academy
Responsible to:	Deputy Head of Academy

Purpose of Job

- To ensure that the academy is fully compliant with all statutory requirements regarding the Education, Health and Care Plans (EHCPs)
- To ensure all annual review and multi-disciplinary meetings are conducted in an appropriate and effective manner
- To fully engage all stakeholders in the review process

Principal Responsibilities

- Providing support for students and staff as outlined below, under the direction of the Deputy Head of Academy

Main Duties

1. To lead and manage processes and procedures for EHCPs, Annual Reviews and Multi-disciplinary meetings within the Academy
2. To provide guidance and support to staff in the preparation of documentation for meetings
3. To chair the above meetings, ensuring that all attendees have the opportunity to express their views in a fair and consistent way
4. To maximise engagement in meetings of parents, pupils and professionals from health and social care.
5. To prepare a written record of the meetings, ensuring that all views and decisions are recorded accurately
6. To work with students and their families to prepare for the meetings, ensuring that the views of the young people are fully taken into account during the review process
7. To ensure that appropriate media are available to students to be able to express their views eg communication aids, PECS etc

8. To work with other professionals, both internal and from external agencies, to ensure that reports are produced in a timely manner in preparation for meetings
9. To ensure that final plans are communicated to all appropriate parties as necessary
10. To ensure timely, efficient and effective communication with local authority colleagues around all aspects of the review process
11. To support senior leaders to actively seek appropriate funding to meet the needs of the students
12. To ensure all procedures relating to EHCPs, Annual Reviews meetings follow statutory requirements and relevant guidelines
13. To undertake any other duties as directed by the Heads of Academy or senior staff, commensurate with the role and level of the post
14. To support the Academy leadership team with new admissions into the academy as well as transitions within and out of the academy
15. To work closely with members of the wider leadership team and pastoral team to ensure the very best possible outcomes for young people
16. To act with integrity, honesty and kindness in all communication with all stakeholders

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Trust.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Trust records and information.

The post holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Trust policies.

The post holder must comply with the Trust's Health and Safety rules and regulations and with Health and Safety legislation.