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| **EHCP Coordinator** | **Job Type:** | **Permanent, Part Time** |
| Band 10 (SCP23 – SCP26) – Starting Salary SCP 23 | Date: | 08.07.24 |
| £32,076 - £34,834 pro rata (£24,718 - £26,843) | Reference: | 2024015 |
| 33 hours per week (Term Time Only – 39 weeks) |  |  |

Catcote Academy and Catcote Futures provides learning for a wide range of students with Learning Difficulties or Disabilities from Y7 to adult Learners.

**We are looking to appoint a suitably organised and skilled EHCP Coordinator to join our highly committed special Trust. The EHCP Co-ordinator will ensure that the EHCP/Learner review process is conducted effectively across all provision, in line with statutory and local requirements for reporting and in line with the Trust’s approach to person centred reviews.** This will include coordinating and chairing EHCP (Education, Health and Care Plan) meetings as well as Learner Review Meetings for our adult learners. Throughout the process the EHCP Coordinator will be the main point of contact for external agencies and provide support to staff, parents and carers.

You must be strongly motivated and possess the character needed to work in a demanding and often challenging environment.

**Closing date: 14th July 2024**

**Interviews: 16th July 2024**

**Start Date: 2nd September 2024**

**Completed application forms to be sent to:**

**Recruitment, Catcote Academy, Catcote Road, Hartlepool, TS25 4EZ**

**jobs@catcote.co.uk**

Only applications submitted on the Trust’s application form will be accepted. **Application forms can also be found at** [**www.catcoteacademy.co.uk**](http://www.catcoteacademy.co.uk)

You will need to meet the requirements of the person specification in order to be offered an interview. Only applications submitted on the Trust’s application form will be accepted. **Application forms can also be found at** [www.catcoteacademy.co.uk](http://www.catcoteacademy.co.uk) **(About Us/Vacancies).**

We welcome applications regardless of age, gender, ethnicity or religion.

**The Trust is committed to safeguarding and promoting the welfare of children/vulnerable adults and expects all staff and volunteers to share this commitment.**

REHABILITATION OF OFFENDERS ACT 1974 - The position for which you are applying is exempt from this Act and requires an enhanced check to be made through the Disclosure and Barring Service (DBS), known as the disclosure process. You are therefore required to disclose any unspent convictions/cautions/bind-overs that you have received and any prosecutions that are pending against you. Enhanced Disclosure and check of the Children’s and Adult’s Barred list via the Disclosure and Barring Service is required for any successful candidate.

Please see the Privacy Notice (Job Applicants) on our websites for details of how we will use your personal data.

**EHCP Coordinator**

The EHCP (Education, Health and Care Plan) Co-ordinator is responsible for ensuring that Catcote Academy and Catcote Futures fulfils its statutory duties related to EHCPs, including annual review meetings and required reports, as set out by the SENCo (Special Educational Needs Coordinator). This job description may be modified by the CEO, with agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

**MAIN RESPONSIBILITY**

To ensure that the EHCP and Learner Review process is conducted effectively across all provision, in line with statutory and local requirements for reporting and in line with the Trust’s approach to person centred reviews. The EHCP Co-ordinator will be the main point of contact for external agencies, such as Local Authorities and support services. This will include:

* Leading the Annual Review process, including EHCP meetings, supported by pastoral teachers
* Providing advice and guidance to parents about SEN related matters, supported by the SENCo
* Reviewing current systems relating to the Annual Review process and implementing any changes required to ensure this process is effective
* Ensuring that any new Government guidance and legislation is reflected in relevant policies and procedures
* Being responsible for the Trust’s contribution to EHCPs, and ensuring that this information is completed to a high standard and in a timely manner, in line with statutory requirements and Trust policies and procedures
* Ensuring that the Trust’s Provision Map platform is updated with all relevant details relating to annual reviews and other details as required
* Liaising with and supporting staff, students, parents and carers

**OTHER DUTIES/RESPONSIBILITIES:**

1. To support the SENCo, when required, in carrying out duties related to Children in the Care of the Local Authority, referrals to external agencies and ordering equipment.
2. To represent the Trust at other meetings, organised by support services and external agencies, as required.
3. To have a commitment to the agreed whole Trust vision, values and goals as detailed in the Trust’s development plans. To positively promote and contribute to the team ethos of the Trust.
4. To take an active part in internal meetings/working groups.
5. Communicate effectively with students, parents and carers and collaborate with colleagues and other relevant professions within and beyond the Trust.
6. Contribute to the development, implementation and evaluation of the Trust’s policies and procedures and actively promote these to support the school’s values and vision.
7. To relay any concern to the Assistant Head Teacher, Deputy CEO and the CEO as appropriate
8. To continue personal and professional development
9. To safeguard and promote the welfare of students for whom you have responsibility or come into contact with, to include adhering to all specified policies and procedures
10. Any other tasks as may be reasonably requested by the CEO

The post holder must act in compliance with all Trust policies and procedures including:

Data protection principles in respecting the privacy of persona***l*** information held by the Trust

Freedom of Information Act 2000 in relation to the management of Trust records and information

Equal Opportunities Policy

Code of Conduct (inc. No Smoking Policy)

Child and Adult Protection Policies and all other Trust safeguarding policies

Health and Safety rules and regulations and with Health and Safety legislation

*THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY* ***ENHANCED*** *DISCLOSURE AND CHILDREN AND ADULT BARRED LIST CHECKS BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RECHECKING AS REQUIRED FROM TIME TO TIME BY THE TRUST.*

Hartlepool Aspire Trust, Catcote Academy and Catcote Futures are committed to safeguarding and promoting the welfare of students and expect all staff and volunteers to share this commitment.

**Person Specification – EHCP Co-ordinator**

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|  | **Criteria No.** | **Essential** | **Stage Identified** | **Criteria No.** | **Desirable** | **Stage Identified** |
| **Qualifications** | E1 | GCSE A\*-C or equivalent in Maths and English | AF,C | D1 | Experience of working with students with a range of Special Educational Needs | AF,C |
|  |  |  | AF,C | D2 | Degree level qualification | AF,C |
| **Experience & Knowledge** | E2 | Working knowledge of SEND Code of Practice and Children and Families Act 2014, and commitment to keeping abreast of developments and innovations in SEN | AF,I,R | D3 | Experience of working in an education setting | AF,I |
|  | E3 | Experience of attending and/or leading meetings | AF,I, | D4 | A clear understanding of SEN and relevant current and forthcoming educational issues | AF,I |
|  | E4 | Knowledge of ICT and appropriate new technologies | AF,I,R | D5 | Understanding of key characteristics of different types of learners (PMLD, SLD, MLD) | AF,I,R |
|  | E5 | Knowledge of EHCPs and Annual Reviews | AF,I,R |  |  |  |
| **Skills** | E6 | Ability to build relationships quickly | AF,I,R |  |  |  |
|  | E7 | Ability to establish rapport with a wide range of people | AF,I,R |  |  |  |
|  | E8 | Excellent organisation skills and attention to detail | AF,I,R |  |  |  |
|  | E9 | Self-motivated; with a sense of balance and perspective, set and achieve ambitious, challenging goals and targets, work under pressure and meet deadlines whilst thinking creatively to anticipate and solve problems  | AF,I,R |  |  |  |
|  | E10 | Ability to manage own workload | AF,I,R |  |  |  |
|  | E11 | Understand the importance of Equal Opportunities, Safeguarding, Confidentiality and Data Protection  | AF,I |  |  |  |
|  | E12 | Excellent inter-personal and communication skills (written and oral) to a wide range of audiences | AF,I, |  |  |  |
|  | E13 | Collaborate and network with others within and beyond the Trust including parents, external professionals and the wider community.  | AF,I, |  |  |  |
|  | E14 | Ability to interpret and analyse data and other information for reporting purposes | AF,I,R |  |  |  |
| **Special requirements** | E15 | Desire to work with children /young people with learning difficulties to promote their development and educational needs | AF,I |  |  |  |
|  | E16 | Ability to form and maintain appropriate relationships and personal boundaries with children/young people | AF,I |  |  |  |
|  | E17 | A commitment to working as part of the whole Trust team and supporting the vision and aims of the Trust | AF,I |  |  |  |
|  | E18 | Respect for social, cultural, linguistic, religious and ethnic backgrounds | AF,I |  |  |  |
|  | E19 | Enhanced Disclosure and check of the Children’s & Adult’s Barred List | D |  |  |  |

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| AF | Application Form |
| C | Certificates |
| I | Interview |
| R | References |
| D | DBS disclosure |