JOB DESCRIPTION

Job Title:	**EHCP Co-ordinator**
Responsible to:	**Head of School**
Line Manager:	**Senior Leadership**
Grade:	**G8**
Hours:	**37 – Term Time plus 3 weeks**
Conditions of Employment:	**The appointment is subject to references, enhanced DBS and medical clearance**
Job Purpose:	To lead and manage Landgate Schools' statutory duties relating to Education Health Care Plans, ensuring full compliance of the Federation's legal duties with the Children and Families Act 2014 and all associated Regulations (i.e. The Special Educational Needs and Disability Regulations, The Special Educational Needs (Personal Budget) regulations etc). To act as lead manager at Landgate for the review process of EHC Plans, ensuring that the special educational provision set out in the EHC Plan is delivered appropriately and in line with LA and school legal duties, working effectively with the LA and relevant professional agencies, addressing issues or disagreements including where necessary representing the schools in formal disagreement resolution or mediation. To support the process of transition for learners entering and exiting school and change of placement for learners changing schools. **The post holder may be required to work across all the Federated Sites.**

The Governors and the Executive Headteacher of The Aspire Federation have made every effort to be accurate in this job description, but all applicants must accept the need for, and likelihood of changes in their job role and responsibilities. The Governors and Executive Headteacher will make every attempt to make changes in the spirit of the Job Description where this can be achieved without detriment to the best interests of the learners on roll and the efficient management of the school.

Main Areas of Responsibility:

The Post Holder will: -

Legislation Compliance

Have an extensive knowledge and understanding, with in depth and relevant experience demonstrated over time, of the Part 3 Children and Families Act 2014 and the SEND Code of Practice and provide training, advice and guidance in their application to members of the team and wider services including schools and other settings.

Liaise with other parties to ensure effective working relations, develop new initiatives, monitor and evaluate the effectiveness and achievements of the services as part of the EHC review pathway and examine/improve procedures, methods and working practices in accordance with the Children and Families Act 2014 (and/or school policy, procedure and priorities).

Interpret and keep up to date with legislation, regulations, policies and procedures affecting SEN and Disability and provide information and advice to staff, parents, governors and other professionals through appropriate routes – leading meetings and/or management discussions.

'May' be instructed to take on duties related to the schools' statutory compliance of regulations as new regulations are issued.

Operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules.

Policy, Procedures and Processes

Safeguard and promote the welfare of children and young people with who the post holder comes into contact, observing excellent safeguarding practice in line with federation policy and procedures.

Liaise with Senior Leaders, teachers, administration staff, the LA SEND Team and other relevant professionals, in the further development of a robust procedure in school, to ensure progress towards EHC outcomes are reported fully at review meetings and to make amendments to any EHC Plan as necessary.

Organise, chair, lead and manage person centred Annual Review meetings at Oakfield either face to face or virtually.

Analyse and report to the senior leadership team on the progress of EHCP actions and outcomes.

Develop and implement strategies that encourage the exchange of information and ideas with parents/carers, and appropriate agencies and people.

Work closely with the EHCP administrators and LA SEND Team to ensure that the schools are statutory compliant with all relevant legislation.

Support parents/carers through the annual review process, enhancing the partnership between school and home.

Liaise with Senior Leaders and class staff regarding any individual learner plans, ensuring that progress information is collated effectively to inform parents/carers and relevant professionals at an annual review.

Contribute towards quality assurance processes for EHC plans and the assessment process. adjusting practice in light of findings in a cycle of continuous improvement.

Contribute to the design and development of new processes, procedures and ways of working as required.

Liaise with the relevant senior leader and Pastoral Manager for transition for pupils at phase transfer e.g. Years 7, 9, 11 and 14.

Administration and Finance

Manage all information necessary to hold Annual Reviews of EHC Plans in school or virtually, including the progress towards pupils' individual plans.
evaluate learner progress, behaviour and attendance and report accordingly.

Work closely with the EHCP administrators and LA SEND Team to organise the annual review cycle and timetable of meetings.

Ensure summative reports from school and other relevant professionals are collated and distributed in line with the Federation's statutory duties.

Liaise with the EHCP administrators, Pastoral Managers and identified senior leads to keep an up to date record of contacts of key professionals working with each pupil.

Proofread all reports prior to them being issued, and ensure that the quality of the report is of a professional standard.

Have a working knowledge of school-based systems, including delegated funding and to signpost to sources of appropriate financial support.

Coaching, Mentoring and Professional Training

Liaise with the Senior Leadership Team in developing and delivering suitable training for all staff (including new teachers) in the Federation's statutory duties, and best practice in regards to EHC plans and individual learner plans.

Advise senior staff of new legislation and guide on how to best implement this across school.

Supervise and provide guidance to staff responsible for contributing to EHCPs and individual learner plans to quality control all documents before release.

In liaison with the Senior Leadership Team, advise class staff about best practice in writing summative reports for the Annual Review of EHC plans.

Attend relevant Continued Professional Development courses to ensure future compliance of relevant regulations.

Other Specific Responsibilities Relevant to the Roll

Be confident in making decisions and have the ability to both initiate and/or contest decision making processes.

Have a thorough understanding of the breadth of sensitive information involved, complex family circumstances and situations to be dealt with.

Ensure confidentiality, respect and support at all times.

All Employees have the Responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the Aspire brand style.
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health and safety, confidentiality and date protection, reporting all concerns to the appropriate person.
- Participate in training and other learning activities as required.
- Participate in the Aspire Federation Performance Management process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- To represent the Federation at events as appropriate.
- To support and promote the Federation ethos.
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post.
- To undertake any other reasonable duties at the request of the Executive Headteacher and Executive Business Manager.

The post holder will be required to work across the Federated School sites.

PERSON SPECIFICATION

Criteria	Essential	Desirable	Measured by:
Qualifications/ Training	Relevant level 4 qualification/evidence of working towards or equivalent relevant experience in SEN setting		**Application Form** **Interview** **Certificates** **References**
Experience	Experience in a Team Leader or relevant management post. Experience of working with children or young people with SEN or who have a disability or their families and/or experience of working within a SEND service. To have a working knowledge of social care and health systems which contribute to EHC pathways. Evidence of successful building of relationships from a wide range of people and organisations. Evidence of successful use of case management or management information systems to record and manage a workload. Evidence of successful integrated working with partner agencies and practitioners to deliver outcomes for children and young people. Experience in chairing and leading multi-agency meetings. Experience in organising, developing and motivating staff. Evidence of implementation of policies and strategies.		**Application Form** **Interview** **References** **Training**
Knowledge/ Understanding	Comprehensive knowledge of the SEN Code of Practice 2015 and associated regulations including: - The Children and Families Act 2014 - The Special Educational Needs and Disability Regulations - The Special Educational Needs (Personal Budgets) Regulations - The Education Act 1996 and 2011 - The Education and skills Act 2008 Demonstrate a good understanding of all aspects of services across the Local Authority (Education and Social Care) and Health who		**Application Form** **Interview**

	can provide advice and support to children, young people and their families. Highly developed emotional intelligence and communication skills, both written and oral with the ability to communicate with both children and adults equally effectively. Knowledge of the national curriculum requirements for schools and post 16 curriculums in order to give appropriate support and preparation to children. Highly developed skills of analysis to interpret information and draw appropriate conclusions and findings. Ability to organise and prioritise work effectively to meet deadlines. Ability to chair meetings and facilitate effective co-working of participants towards co-produced and shared goals and outcomes. Ability to work constructively with a wide range of people and organisations and get shared ownership of co-designed solutions. Good knowledge of child development 0-25 and factors that can impede development. Skilled in use of office IT software and systems, including word, excel, email and web-based platforms. Knowledge and understanding of Wigan arrangements for safeguarding children and vulnerable adults. Suitability to work with children or other vulnerable groups proven by successful Enhanced Disclosure and Barring Checking. High quality people skills to deal with difficult situations. Ability to manage conflicting demands, prioritise, manage time and delegate effectively.		
Legal Issues	Legally entitled to work in the UK		**Application Form ID**