

## **JOB DESCRIPTION**

Title:	EHCP Co-ordinator
School:	Pathfield School
Line Manager:	School Business Manager
Grade:	Grade D

### **Job purpose including main duties and responsibilities**

To work flexibly demonstrating drive, creativity and initiative to develop effective procedures to ensure that all aspects of the SEN / EHCP Transfer review process meets the legislative requirements and timescales as set out in the SEND framework and associated policies.

To be the named contact in school and be directly responsible for the management and delivery of all processes in respect of the SEN/ EHCP Transfer Reviews in school. This will include sole responsibility for the provision of the following:

- To provide a highly organised and closely monitored service for the scheduling of person-centred review meetings, ensuring parents / carers and relevant professionals have submitted relevant reports and have been invited to attend..
- Attending all review meetings in school, ensuring that all relevant information regarding the young person in respect of their strengths, needs, outcomes (in relation to their education, health and care) is discussed and documented. The reviews may be complex and involve working collaboratively with parents and a wide range of professionals (including Integrated Children's Services, Careers South West, Medical professionals, Respite services, Early Years settings, Educational Psychologists, Adult Social Care teams and other independent providers).
- Following the review meeting, complete any amendments and collection of outstanding reports from agencies involved with the young person, follow up outstanding actions including signposting to relevant professionals. Ensure that all reports and supporting documents have been added to the EHCP North Devon Hub no later than two weeks after the review date. –This will include discussion with parents, teaching staff, Senior Leadership Team and external professionals via meetings, telephone and email to resolve issues.
- Ensure SEN/EHCP Review reports are accurate and satisfy the SEND Framework and timescales.
- Ensure SEN/EHCP Review reports and supporting documentation are distributed as appropriate to the relevant professionals and 0-25 SEN Team in accordance with rules on data protection, confidentiality and parental consent.

To develop positive relationships with other agencies/external professionals who may be able to work with/assist our pupils and their parents / carers.

To work in partnership with the 0-25 Special Education Team to support them to meet the statutory requirements of the SEND Framework and associated policies.

To work within the guidelines of the EHCP North Devon Hub, in conjunction with the 0-25 Team to meet the statutory requirements and deadlines.

To provide information, advice and support for parents and build positive and supportive relationships to help to reduce parents anxiety.

To channel all parental queries which arise from the review process to the appropriate agency/professional and monitor that actions are completed.

The post holder will work with a great deal of autonomy and will provide a highly organised and accurate service being the 'go to' contact for information on SEN/EHCP Reviews. Excellent communication skills will be needed to liaise with both internal and external contacts.

To be responsible for monitoring own performance against agreed targets and where necessary take corrective actions to ensure objectives are met.

To regularly evaluate performance and adjust processes as appropriate to improve the services provided.

To liaise with other schools, sharing best practice and being open to adopting shared ideas where relevant and appropriate.

### **Main duties and responsibilities**

- Develop, co-ordinate and carry out all procedures with regard to SEN/EHCP reviews
- Establish effective systems for monitoring the review process and for storing relevant documentation, both electronically and in hard copy
- Ensure the security of confidential documents and material
- Compile timetables for meetings and advise teaching staff and the Family Liaison Officer
- Prepare and distribute review invitation letters and any other relevant paperwork
- Liaise with internal and external contacts to prepare reports and other paperwork necessary for reviews
- Organise suitable meeting space and hospitality for review meetings
- Attend and document all review meetings, ensuring that all relevant information is discussed and captured.
- Record and monitor any actions resulting from the meetings, chasing contacts as necessary
- Act as first point of contact for any queries relating to reviews
- Communicate with internal and external contacts by email and telephone, keeping stakeholders informed at all times
- Respond to any queries from parents by channelling all actions arising from reviews or otherwise to appropriate agency/professional
- Prepare reports for SMT & Governors as required
- Work as part of an effective administration team by supporting colleagues and taking on additional administrative tasks to support the general work of the school office
- Undertake any other duties commensurate with the post

**Data protection**

It is essential when working with computerised systems that you are completely aware of your responsibilities at all times under the Data Protection Act 1984 (as amended) for the security, accuracy, and significance of personal data held on such systems.

**Health and safety**

Employees are required to work in compliance with the school's Health and Safety policies and under the Health and Safety at Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the school.

**Safeguarding**

Pathfield is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people.

All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by Pathfield School. Any safeguarding or child protection issues must be acted upon immediately by informing the Senior Designated Lead (SDL).

**Creativity & Innovation:**

The post-holder will develop, implement, maintain and evaluate the SEN/EHCP Review procedures, and will monitor to ensure that the procedures evolve in line with changing legislative requirements.

The post holder will work independently to compile detailed reports of each young person's strengths / needs / and agreed outcomes (in respect of their Education, Health and Care) as well as their likes / dislikes. This is to ensure that the 0-25 Team have a clear picture upon which to write the Education & Health Care Plans for each young person and to agree the specific services required to meet the young person's needs.

The post holder will research improved ways of working to increase efficiency and effectiveness of the Reviews / Admissions process in school.

The post-holder is responsible for developing and monitoring work cycles to ensure actions are completed on time, including delegating tasks to colleagues (e.g. Teaching staff).

The post-holder is expected to manage a varied and demanding workload, using their own initiative to prioritise tasks and adhere to deadlines.

The post-holder will deal with queries or anomalies independently or consult the Senior Leadership Team / SEN 0-25 Team for more complex issues.

**Contacts & Relationships:**

The post-holder will be expected to have daily contact with a wide range of multi-agency groups at all levels, both within and outside the school and will work independently to maintain good working relationships and dialogue to ensure the best outcomes for our pupils. The post holder will have direct responsibility for liaising and sharing information for young people with SEN / EHCP's to ensure appropriate provision is identified and commissioned as required

Typical day to day contact will include:

0-25 SEN Hub Team, / Social Workers/ Community Care Workers/ Physiotherapists / Speech and Language & Occupational Therapists / Careers South West / Transition to Adult Services Team /Early Years Providers/ SENCO's / Respite & Enabling providers/ Educational Psychologists, Preparing for Adulthood Team

The post-holder will liaise with staff, parents/carers and external organisations and will be the first point of contact in school for queries relating to the Reviews procedures.

The post holder will provide support and guidance regarding the SEN Review / EHCP Transfer Review process, ensuring that parents understand the legislation and procedures.

The post holder is responsible for ensuring that their knowledge is up to date and to develop a network of contacts both internal and external to support the needs of the parents and pupils.

The post-holder will work closely with professionals in other schools, sharing best practice and representing the school at meetings.

The post-holder is expected to communicate with professionalism, tact and diplomacy at all times.

#### **Levels of responsibility:**

To work independently and unsupervised to ensure that the young person's strengths / needs / outcomes are captured accurately in the review reports and the SEN / EHCP Transfer paperwork is submitted within the statutory timescales.

To use own initiative to streamline, paperwork and processes leading to more effective business practice. To lead on special projects to ensure more effective and efficient working practices are incorporated.

To ensure meetings are held professionally and openly with all areas of the EHCP report to be covered.

#### **Decisions – Discretion/ Consequences:**

The post-holder is expected to carry out independent research and interpret SEND framework and guidelines. The post-holder is also expected to use their own initiative to develop systems and procedures to ensure an efficient administration service. The post holder will ensure the accuracy of the Statement Reviews / EHCP Transfer Reviews both in terms of content and meeting legislative requirements and timescales. The impact of this will be to ensure that the SEN 0-25 Team have accurate and timely information with which to make decisions regarding the pupils and their families in respect of allocating funding and access to services to support them.

The post-holder will evaluate the effectiveness of the procedures on an on-going basis, seeking feedback from stakeholders and will research improved ways of working. The post-holder will discuss these with the Senior Leadership Team as appropriate, and will work with colleagues to implement changes.

**Resources:**

The post-holder will be responsible for the correct use of admin and ICT equipment and systems, and for ensuring the requirements of data protection are met for electronic and hard copy files. The files contain highly sensitive and confidential information including medical and social care reports. The post-holder will maintain electronic copies of reports and ensure that meetings notes are disposed of in line with guideline retention periods.

The post holder will be responsibility for the use, integrity and safekeeping of data both manual and computerised. Specialised computerised data systems are used extensively across the school.

**Work Demands:**

The post holder will be required to work flexibly, demonstrating the drive creativity and initiative to develop effective procedures, taking into account any legislative requirements and timescales.

The post-holder must be able to effectively prioritise their heavy and demanding workload, balancing competing demands including dealing with interruptions throughout the day from parents, colleagues, providers and other external professionals.

The post holder will need to monitor the progress of tasks using several different systems, and adhering to prescribed deadlines.

The post-holder will need to be able to adjust work priorities at short notice in order to deal with urgent and unexpected tasks as they arise.

The post-holder will have knowledge of confidential information throughout the school including details relating to pupils health, care and safeguarding and personal and financial information relating to pupils families, and must be able to maintain confidentiality in stressful or difficult situations.

**Physical Demands / Work Environment:**

The post-holder will be in an office environment. Normal physical effort is required for this post. IT work is at a moderate to high level. The office is a very busy environment with constant interruptions. The post-holder may occasionally work from home for specific projects or activities. There is a requirement for occasional travel to off-site meetings and events.

**Work Context:**

This work can be quite pressurised, very emotive and sometimes contentious. The post holder requires a high level of sensitivity, empathy whilst remaining objective and impartial. They require the ability to listen and support parents who want the best outcomes for their children who may have severe and complex needs and life limiting conditions.

With face to face contact with parents and pupils during meetings (and generally during the school day) there is a possibility for threatening / confrontational situations to occur.

The post holder will need to be able to remain calm and professional, deal with sensitive situations objectively whilst ensuring that parents remain confident that they are being listened too and not "just another case".

There may be a risk of stress related difficulties when taking in to account the time constraints, having sole responsibility for scheduling and attending all meetings and delivering the reports that are accurate and meet the statutory requirements and deadlines.

The office environment is very busy with constant interruptions which the post-holder must be able to deal with accordingly.

There is a high degree of office based contact via email / letter / telephone with parents / colleagues/ external professionals.

There will be daily face to face meetings or Teams Meetings with parents and other professional working with the young people.

The post holder is required to coordinate / lead others (Teachers/Family Liaison Officer) in respect of the Review process in order to complete / issue reports meeting statutory deadlines.

Although the post holder is solely responsible for the Reviews process in school, they are required to work collaboratively with a wide range of professional of varying levels and parents and carers in order to secure the best outcomes for the young person.

There is a high degree of autonomy and independent working with this post, day to day decisions/ changes in priority are made by the post holder.

### **Knowledge and skills:**

The post holder must have an in-depth knowledge and detailed understanding of the SEND framework and related legislation in respect of SEN and EHCP's and the Child Centred Review process.

The post holder must have the ability to work under pressure and manage a diverse workload and meet conflicting deadlines whilst juggling priorities.

Highly developed reporting and writing skills are required, excellent organisational skills, ability to work independently and unsupervised to tight deadlines using own initiative, whilst managing conflicting priorities.

Highly developed IT skills including the use of, Microsoft Word, Outlook, SIMS, EHCP Hub.

The post holder must be able to communicate clearly both verbally and in writing, demonstrating good listening skills, handling confrontation with confidence, discretion and diplomacy and negotiating successfully under pressure

The ability to demonstrate a commitment to good practice and creative problem solving.

Calm approach in highly sensitive situations

Ability to maintain confidentiality in respect of highly sensitive information/situations, such as Child Protection and similar circumstances

Ability to work as a member of a Team developing good working relationships

Knowledge of school systems and an understanding of the National Curriculum

## PERSON SPECIFICATION

Attribute	Essential	Desirable	Method of assessment
Self Management	Ability to work well under pressure both within a team and under own initiative.		A/I
Experience	<p>Administration experience – at least two years</p> <p>Experience of working as part of a team to meet shared objectives</p>	<p>A thorough knowledge of the SEND Framework and related legislation.</p> <p>SEN administration experience</p> <p>Experience of dealing with confidential information</p>	A/I
Skills	<p>Organisational skills, ability to work independently and unsupervised to tight deadlines</p> <p>Time management skills Flexible approach and ability to prioritise</p> <p>Excellent interpersonal skills</p> <p>Ability to work accurately with attention to detail</p>	<p>Reporting and writing skills,</p> <p>Ability to use SIMS</p> <p>Experience of working with the EHCP Hub</p>	A/I
Communication	<p>Be able to communicate clearly verbally and in writing, demonstrating good listening skills,</p> <p>Ability to handle information of a confidential and sensitive nature</p> <p>Ability to convey information accurately and clearly.</p>	<p>Encourage openness and interaction between team members</p> <p>Contributes by taking responsibility for own work showing flexibility and a positive attitude</p> <p>Clear accurate and concise reporting</p> <p>Confidence to lead a meeting</p>	A/I

Personal qualities	<p>Ability to work collaboratively and a commitment to team working</p> <p>Ability to maintain confidentiality</p> <p>To be organised and methodical</p> <p>To be adaptable, friendly and approachable</p>	Proactive in own development and awareness of current issues	A/I
Strategic Thinking	Ability to assess impact of changes to SEN / reporting / legislation and adjust processes accordingly.	Awareness of current issues relating to SEND / Transfer Review procedures / School Admission policies	
Technology / IT Skills	High level ICT skills including Microsoft Word, Outlook	EHCP Devon Hub	A/I
Education/ qualifications	<p>Good general standard of education</p> <p>English and maths level 2 qualification (GCSE grade A*-C)</p>	<p>A levels or equivalent level 3 qualification</p> <p>Relevant vocational qualification</p>	A/I
Physical	Able to carry out the duties of the post with reasonable adjustments if necessary		A/I
Equal Opportunities	<p>Commitment to Equal Opportunities</p> <p>Ability to perform role with reasonable adjustments</p>		A/I
General	<p>Willing to learn</p> <p>Willing to engage fully in professional development opportunities</p> <p>Enthusiasm to work alongside young people</p>	Awareness of Pathfield's ethos, values and aims	A/I