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| **Job Title:** EHCP Coordinator **Reporting to:** Learning Support Lead - EHCP**Base:** Joseph Wright Centre |
| **Hours:** 30 hours per week, 52 weeks a year **Contract type:** Support**Holidays:** 20 days per year subject to service increases (5 days increase after 5 years); plus 6 College closure days per year where applicable and 8 statutory days pro rata**Salary:** £29,851 pro rata, actual salary £27,843 |
| **Job Purpose**As part of the Inclusion team, you will play a key role in facilitating effective transition for young people joining our provision, and in the management and coordination of EHCP processes. |
| **Key Responsibilities***To lead on and coordinate:** EHCP consultations / responses
* Management of enquiries, visits, applications
* Liaising with parents, schools and other providers
* Student interviews
* Transition planning
* Induction support
* Tracking student progress
* Managing a caseload of EHCP reviews
* Providing auditable and excellent quality documentary evidence
* To manage and coordinate the EHCP process throughout students’ journeys within the Inclusion Curriculum.
* To manage and coordinate the transition process for students entering and exiting the Inclusion Curriculum.
* To utilise cross-college administration systems for supporting and tracking students from pre-entry to leaving college.
* Respond to enquiries about provision, keeping records of these
* Organise and host visits for individuals and schools, keeping records of these
* Attend College and external promotional events
* Provide information, advice and guidance to young people and their circle of support
* Provide information and support regarding the application process
* Build relationships with young people, parents / carers and external professionals
* Arrange and carry out interviews with potential students
* Assess whether programmes are appropriate for individual applicants
* Respond to EHCP consultations, liaising with Inclusion & Support Coordinator and/or Team Managers as necessary
* Coordinate taster / transition visits
* Lead on the preparation of high-quality resources to support transition and induction
* Liaise with Inclusion & Support Coordinator to share information to inform support planning and costing
* Tracking and monitoring of enquiries and applications, including conversion to offers / enrolment
* Work with Inclusion Curriculum team to ensure effective tracking of student progress towards EHCP outcomes
* Collate information and evidence for EHCP reviews
* Liaise with Inclusion & Support Coordinator to manage EHCP review meetings
* Complete EHCP review paperwork, meeting Local Authority requirements and within statutory timescales
* Work with cross-college curriculum and support teams to plan and facilitate effective transition into other curriculum areas
* Line manage allocated staff
* Maintain accurate records to meet audit and inspection requirements, using appropriate IT systems
* Proactively promote and comply with all relevant College practice, guidelines, policies and procedures, and legislation, including but not limited to: Safeguarding, Equality and Diversity, Health and Safety, and Data Protection.
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| **Person Specification** |
| **Competencies****Essential*** Awareness of a wide range of inclusion needs and the impact of these on all elements of teaching, learning and assessment.
* Excellent and responsive interpersonal / communication skills
* Customer focus
* Resilience
* Positive role model
* Commitment to the safeguarding of young people
* Ability to identify and implement a range of support strategies

**Desirable*** An understanding of the changing nature of Inclusion in Further Education

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| **Knowledge & Experience****Essential*** Knowledge and understanding of Inclusion and Support Funding
* Knowledge and understanding of Equality Act 2010
* Knowledge and understanding of SEN Code of Practice 2014
* Knowledge and understanding of Common Inspection Framework & Inspection procedures for High Needs Students (OFSTED)
* Knowledge and experience of person-centred education / RARPA.
* Knowledge and experience of EHCP processes
* Experience of forming and maintaining supportive, challenging and influential relationships with young people and adults.
* Recent relevant experience of working with young people with a range of inclusion needs (learning difficulties/disabilities)
* Ability to manage and maintain a diverse workload.
* Ability to use various IT systems, including Microsoft Office

**Desirable*** Knowledge and understanding of specialist adaptive software
* Knowledge of Preparation for Adulthood.
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| **Qualifications****Essential*** Level 2 English and maths qualifications

**Desirable*** Certificate in Education/PGCE or relevant teaching qualification
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