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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. |
| **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 |
| **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. |
| **Qualifications**  **Essential**   * Level 2 English and maths qualifications   **Desirable**   * Certificate in Education/PGCE or relevant teaching qualification |