

SPROWSTON COMMUNITY ACADEMY

JOB DESCRIPTION

POST TITLE:	EHCP Manager
RESPONSIBLE TO:	Assistant Headteacher: SENDV Deputy Headteacher: Inclusion
GRADE:	H
POSTHOLDER:	TBC

1. PURPOSE AND SCOPE

- The Education, Health and Care Plan (EHCP) Manager will be the primary and face-to-face contact for pupils, their families and staff. They will be responsible for the completion of annual reviews for current EHCP holders, responding to new consultations in phase transfer and completing new application paperwork for appropriate pupils.
- The post holder will maintain a caseload, set up and maintain positive and professional working relationships and work in partnership with families, education settings, health and social care services, whilst ensuring compliance with relevant legislation.

2. PRINCIPLE RESPONSIBILITIES

- To coordinate a child centred, outcome focused multi agency approach to the assessment, planning and support of pupils, ensuring that pupils and parents collaborate together in the assessment and planning process of an EHCP.
- To engage and build respectful, transparent and effective relationships with SEND pupils, their families, education settings, and work across multiple agencies to ensure the needs are met.
- Undertake termly and annual reviews for a caseload of pupils. In particular, this will include:
 - Being a single point of regular and consistent contact for pupils and their parents/carers
 - Facilitating multi-agency meetings to meet the provision and outcomes stated within their EHCP

- Liaising closely with all relevant staff in school to ensure provision matches need
 - Coordinating services and practitioners around the child and young person and their family
 - Providing information and signposting where necessary to both internal and external agencies
 - Providing emotional and practical support as required as part of a trusting relationship
 - Enabling and empowering the pupil and their families to make decisions around placement and provision
 - Include all professionals linked to the pupil so that reviews can be conducted with all the relevant information in order to best amend plans based on progress or lack of.
- Ensure that the education, health and care paperwork is undertaken within statutory timeframes, information is recorded correctly and appropriately sent to the PA to SENDV for County submission
 - Ensure that when draft EHC Plans are issued, care is taken to ensure the plan is appropriate
 - Raise with the Assistant Headteacher of SENDV where outcomes are not being achieved and work with relevant educational professionals to see what cpd needs to be had to change the given offer
 - Work effectively with the SEND core team to ensure that students who have EHCPs are receiving the correct support dictated within their EHCP, while also balancing the offer and needs of whole-school SENDV provision
 - Work effectively with the SENDV Provision Manager to ensure EHCP students are receiving a high quality offer within the classroom setting
 - Ensure phase transfers (Y6 to Y7; Y11 to post 16; post 16 to further education) are managed effectively and seamlessly with statutory deadlines met.
 - To work in conjunction with the Assistant Headteacher of SENDV around high quality preparation and follow up of the Local Authority cases for SEN Tribunals and ensure that any directions/actions are completed within the time frames set.
 - Work with key stakeholders to coordinate, monitor and create applications for those students who require an EHCP
 - Support provision for pupils at EHCP support with complex medical needs and/or physical difficulties under direction of the Assistant Headteacher of SENDV
 - Attend and actively participate in relevant meetings to advocate, support and review provision for pupils at EHCP support.
 - To have a strong working relationship with the schools EHCP Coordinator
 - To provide up to date information for Team Around the Child meetings about EHCP pupils
 - To ensure that pupils who have EHCPs and are not coming into school have the correct 'eyes on' within a fortnightly time frame.
 - To ensure that the education provision of any pupils who have EHCPs that are not attending school is planned and reviewed regularly.

- To monitor and report on the attendance and engagement of pupils with EHCPs
- To work closely with the behaviour teams to collaborate with families surrounding behaviour sanctions
- To complete appropriate referral forms for external agencies where appropriate
- To participate in parents' evenings, new intake evenings and other events as required
- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the appropriate/designated person
- Engage with meetings/events within the Trust, professional networks/clusters and appropriate CPD to ensure continued professional development in line with school improvement priorities
- To work in partnership with the PA to SENDV to ensure all paperwork is uploaded to Provision Map / Arbor efficiently and effectively
- Take on specific reasonable tasks related to the day to day administration and organisation of the Academy and any additional responsibilities that might from time to time be needed as required by the Headteacher.

Performance Management

All employees will participate in the academy's arrangements for performance management, professional development and any other arrangements for quality assurance and internal verification.

Context

Sprowston Community Academy is committed to safeguarding and promoting the welfare of Students and expects all staff and volunteers to share this commitment. To engage with appropriate training opportunities to promote professional effectiveness in this role. Take on specific reasonable tasks related to the day to day administration and organisation of the school and any additional responsibilities which might from time to time be needed as required by the Head teacher.

All staff are part of a whole Academy team. Each individual is required to support the values and ethos of the academy and the priorities as defined in the Academy Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

Due to the nature of this job, it will be necessary for the appropriate level of Criminal Record Disclosure to be undertaken. It is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2) of the Rehabilitation of Offenders 1074 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for

other purposes are “spent” under the provisions of the Act. Any failure to disclose such convictions will result in dismissal or disciplinary action by the Academy.

Review

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post-holder’s professional responsibilities and duties.

ACCEPTANCE

I acknowledge receipt of this job description of which this is a copy

Signature:.....Date:.....