



Astrea Academy Trust

LEARN, THRIVE, SUCCEED

Role Profile

EHCP Coordinator

Astrea Academy
Dearne

ROLE SPECIFICATION

Academy / Department	Astrea Academy Dearne
Post title	EHCP Coordinator
Responsible to	SENDCo
Full-time Salary	£35,511 - £37,501 SCP 24-26
Pro-Rata Actual Salary	£30,915 - £32,647
Working Pattern	37 hours per week, 39 weeks per year
Working Hours	8am – 4pm Monday – Thursday. 8am – 3.30pm Friday
Line Management Responsibility	Yes

The EHCP Coordinator will carry out the responsibilities listed below in a manner which is in keeping with the ethos of the Academy.

This description is not intended to be exhaustive and is a general outline of the typical duties and responsibilities expected to be carried out whilst accepting that these may vary.

The post holder will, under the guidance of their Line Manager, organise their own workload and will make decisions as to how and when duties are to be carried out and will respond independently to unanticipated problems and solutions.

ROLE SUMMARY

The EHCP Coordinator will work under the direction of the SENDCO and take responsibility for the day-to-day coordination and management of a designated caseload of Education, Health and Care Plans (EHCPs). The role will ensure statutory duties are fulfilled, annual reviews are completed to a high standard and within required timescales, and that effective communication is maintained with families, academy staff, external professionals and the Local Authority. The postholder will contribute to securing positive educational, social and developmental outcomes for pupils with SEND through effective planning, monitoring and review processes.

KEY ACCOUNTABILITIES

- ★ Take a lead role in the research, implementation, training/coaching, monitoring and ongoing development of specific strategies as directed by the SENDCO.
- ★ Support with the effective coordination of the Academy's Special Educational Needs and Disability Provision.
- ★ Assist the teaching staff in raising attainment by ensuring that all scholars have equal opportunity to fulfil their full potential.
- ★ Motivate and progress scholars' learning by using clearly structured, teaching and learning activities.
- ★ Assist with the class teachers (and other professionals as appropriate), in the development of suitable programmes for SEND Support Plans/Educational Health Care Plans.
- ★ Lead identified Annual Review's for scholars with EHCP's and be a key part in the collation of information to prepare for all annual reviews.

- ★ Lead SEND reviews / Learning Plan reviews.
- ★ Coordinate the collection of professional advice from Educational Psychologists, Speech and Language Therapists, Occupational Therapists and other external professionals.
- ★ Ensure recommendations from external professionals are reflected within provision planning and annual review documentation.
- ★ Attend multi-agency meetings as the academy representative where directed by the SENDCO.
- ★ Initiate and manage referrals to external agencies.
- ★ Contribute to the maintenance of scholar's progress records and the scholar/parent reviews as part of the graduated approach.
- ★ Establish and implement clear policies and practices for assessing, recording and reporting on scholar achievement in line with academy policy.
- ★ Support and guide colleagues to select the most appropriate learning methods and resources to meet the needs of scholars.
- ★ Contribute to and be familiar with lesson plans, Learning Plan/My Plan/Educational Health Care Plans targets and learning objectives.
- ★ Promote and support the inclusion of all scholars, including those with specific needs, both in learning activities and within the classroom.
- ★ Use behaviour management strategies, in line with the academy's policies and procedures to contribute to a purposeful learning environment and encourage scholars to interact and work cooperatively with others.
- ★ Promote and reinforce scholar's self-esteem and independence and employ strategies to recognise and reward achievement of self-reliance.
- ★ Assist the SENDCO and class teachers in encouraging acceptance and integration of scholars with special needs, or from different cultures and/or with different first languages.
- ★ Support the role of parents in scholar's learning and contribute to/lead meetings with parents to provide constructive feedback on scholar's progress, achievement and behaviour, maintain sensitivity and confidentiality at all times.

EHCP COORDINATION AND STATUTORY PROCESSES

- ★ Take responsibility for a designated caseload of pupils with EHCPs under the direction of the SENDCO.
- ★ Coordinate the annual review cycle for assigned EHCP pupils, ensuring compliance with statutory timescales and Local Authority requirements.
- ★ Organise, chair and record annual review meetings where appropriate.
- ★ Collate and quality assure reports from teaching staff, families, external professionals and pupils prior to annual reviews.
- ★ Complete and submit all required Local Authority documentation relating to annual reviews, amendments, and consultations.
- ★ Monitor the progress and implementation of EHCP outcomes, provision and support arrangements.
- ★ Ensure provision maps and support plans accurately reflect EHCP requirements.
- ★ Maintain accurate EHCP records and documentation in accordance with GDPR and academy procedures.
- ★ Track key review dates and statutory deadlines, ensuring no annual reviews

- become overdue.
- ★* Support the SENDCO in requests for statutory assessment, EHCP amendments and phase transfer reviews.
- ★* Liaise with Local Authority SEND caseworkers regarding allocated pupils and coordinate responses to requests for information.
- ★* Support the transition planning process for pupils with EHCPs at key transfer points.
- ★* Ensure pupil and parent/carer views are captured and represented within annual review documentation and wider SEND processes.
- ★* Escalate concerns regarding provision, placement suitability or Local Authority processes to the SENDCO.

Monitoring and Assessment

- ★* Work collaboratively with class teachers and curriculum leaders to evaluate scholars' progress through a range of assessment activities.
- ★* Assess scholars' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.
- ★* Monitor scholars' participation and progress and provide constructive feedback to scholars in relation to their progress and achievement.
- ★* Assist in maintaining and analysing records of scholars' progress.
- ★* Contribute to programmes of observation and assessment as planned by the SENDCO and class teachers and provide reports, evaluations and other information to assist in the provision of appropriate support for specific scholars.
- ★* Support the teaching staff with reporting scholars' progress and achievements at parents' meetings.
- ★* Monitor delivery of EHCP provision across the academy and report concerns to the SENDCO.
- ★* Conduct provision audits for allocated EHCP pupils and identify areas for improvement.
- ★* Support the SENDCO in preparing documentation for internal, trust and Local Authority audits.
- ★* Maintain accurate records of annual review completion rates, outcomes and statutory compliance.

Behavioural and Pastoral

- ★* Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures and making sure the individual/s involved understand it is unacceptable.
- ★* Understand and implement academy's child protection procedures and comply with legal responsibilities.
- ★* Assist in maintaining good discipline of scholars throughout the academy and escort and supervise scholars on planned visits and journeys.
- ★* Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their child's attendance, access and learning, and supporting home and community links.

- ★* Supervise scholar break/lunch time and plan and organise break/lunch activities.
- ★* Work in collaboration with teachers and professional or specialist support staff involved in the scholar's education. These may include social workers, health visitors, language support staff, speech and language therapists, educational psychologists and physiotherapists.
- ★* Act as the primary point of contact for families of allocated EHCP pupils.
- ★* Develop positive working relationships with parents and carers, keeping them informed of pupil progress, review outcomes and statutory processes.
- ★* Provide guidance and support to families regarding annual reviews, EHCP processes and Local Authority procedures.
- ★* Support families in securing appropriate multi-agency involvement where required.

Other Duties and Responsibilities

- ★* Undertake a shared responsibility for health, safety, hygiene and cleanliness throughout the setting
- ★* Be familiar with all emergency and security procedures.
- ★* Relate confidently and politely to colleagues, volunteers, parents and members of the public.
- ★* Adhere to academy policies and procedures, particularly Health and Safety and Equal opportunities and operate with regard to relevant legislation.
- ★* Report any Child Protection incidents or concerns in accordance with the Children in Need procedures, Sheffield Child Protection procedures and education directorate guidance.
- ★* Have a flexible approach to work.
- ★* Any other duties commensurate with the grade and falling within the scope of the post as requested by management.
- ★* Respect confidentiality.
- ★* Cooperate and liaise with departmental colleagues.
- ★* Demonstrate a commitment to own development, to take advantage of education and training opportunities and develop own competence.
- ★* Support and encourage harmonious internal and external working relationships.
- ★* Make a positive contribution to raising the profile of the academy.
- ★* Make a positive contribution to the wider life and ethos of the academy.
- ★* Develop effective professional relationships with colleagues knowing how and when to draw on advice and specialist support.
- ★* Deploy support staff effectively (where available).
- ★* Take responsibility for improving performance through appropriate professional development, responding to advice and feedback from colleagues.
- ★* Communicate effectively with parents, carers and external agencies with regard to scholars' achievements and well-being.
- ★* Demonstrate a high standard of personal and professional conduct and uphold public trust in the profession by maintain a high standard of ethics and behaviours in and outside of the academy in line with the academy's policy.
- ★* Has professional regard for and actively promote the ethos, policies and

practices of the academy and maintain high standards in own dress, attendance and punctuality.

- ★ Understand and act within the statutory frameworks which set out professional duties and responsibilities.
- ★ Accept accountability for achieving the highest possible standards in their own work and conduct and to be able to self-critical and reflective.
- ★ Act with honesty and integrity at all times.

PERSON SPECIFICATION

	Essential	Desirable
Education and Training		
GCSE English & Mathematics, Grade C or above (or equivalent)	•	
Willingness and ability to obtain and/or enhance qualifications and training for the development in the post	•	
Evidence of commitment to self-improvement as a professional	•	
Experience		
Experience of working with external agencies to support scholars	•	
Use of ICT to support learning	•	
Experience of working in a multi culturally diverse school	•	
Successful experience of working in secondary education	•	
Experience of coordinating annual reviews for pupils with EHCPs.	•	
Experience of working with parents, carers and external agencies.	•	
Experience of maintaining accurate statutory records and documentation.	•	
Experience of managing competing deadlines and priorities.	•	
Knowledge		
Knowledge of scholar development and implementing next steps in learning	•	
Knowledge of language acquisition and development strategies	•	
Excellent numeracy/literacy/oral skills	•	
Ability to form and maintain appropriate relationships and personal boundaries with scholars and families	•	
Willingness to undergo appropriate checks, including enhanced DBS	•	

Have a confident and diplomatic approach and an awareness of the importance of confidentiality	•	
Working knowledge of national curriculum	•	
Knowledge of Child Protection Procedures	•	
Ability to lead and organise a team	•	
Demonstrate personal and professional integrity, including modelling Astrea values and vision	•	
Ability to plan effective actions for scholars at risk of underachieving	•	
Detailed understanding of the SEND Code of Practice (2015).	•	
Understanding of Education, Health and Care Plans and annual review processes.	•	
Knowledge of statutory SEND responsibilities and timescales.	•	
Knowledge of Local Authority processes relating to EHCPs.	•	
Professional Skills		
Excellent written and oral communication skills	•	
Ability to observe and monitor progress, and maintain records	•	
Be able to work successfully as part of a team	•	
Proactive in supporting scholars in class	•	
Proven ability to inspire, lead and participate actively in building and sustaining a learning community and network with others within and beyond the school	•	
Ability to work from instructions and own initiative	•	
An understanding of and competent use of ICT including emerging technologies to aid and promote the quality of teaching, learning and administration	•	
Ability to chair meetings effectively.	•	
Excellent report-writing and administrative skills.	•	
Ability to manage a caseload and prioritise competing deadlines.	•	
Ability to build positive relationships with families and external agencies.	•	
High levels of organisation and attention to detail.	•	
Personal Qualities		
Confident, enthusiastic and motivated with a passion for people practice	•	
Commitment to self-development and continual improvement	•	
Strong relationship building skills with the ability to work as part of a team understanding Trust roles and responsibilities and own position within these	•	
Commitment to Diversity, Equity and Inclusion	•	

Ability to command credibility and respect	•	
Flexible and organised approach to work	•	
High levels of resilience, emotional maturity and a non-judgmental attitude	•	
Inquisitive nature with sound problem solving skills, judgement and initiative	•	
Can-do attitude and solution focused approach with an ability to manage expectations	•	
Able to adapt to changing circumstances and new ideas	•	
High level of integrity with an ability to self-evaluate and reflect	•	
Line Management		
This role will have line management responsibility	•	

GENERAL RESPONSIBILITIES

- ★* Contribute to the overall aims of the Trust and Academy Improvement Plans.
- ★* Commitment to continual learning and development of skills.
- ★* Behave in a manner that is professional, friendly and fair demonstrating and role modelling politeness and respectfulness.
- ★* Demonstrate an excellent record of attendance and punctuality.
- ★* Be aware of and comply with Trust policies and procedures including but not exhaustive of:
 - Acceptable Use of IT Policy
 - Code of Conduct
 - Keeping Children Safe in Education (KCSIE 2024)
 - Child Protection and Safeguarding Policy
- ★* Work cooperatively as part of the Trust wide staff team.
- ★* This role profile is not exhaustive and undertaking other duties may be required.

THIRD PARTY CHECK

Is this role subject to the following checks?

Disclosure Barring Service Enhanced Check (DBS)	Yes
Section 128 (S128) check	Yes
Is this role a Senior Leadership Role with management responsibility for the academy?	

APPLICATION PROCESS

Due to the Education sector requirements and that we must comply with Keeping Children Safe in Education (KCSIE) an application form must be completed. We are unable to accept a CV as form of application. We recognise that our application forms are comprehensive. If you have any difficulties completing, please do contact recruitment@astreaacademytrust.org