

The Special Partnership Trust

A community which aspires together

Delivered by:

An ambitious, inspirational partnership of outstanding learning.

Achieved by:

An integrated Trust with strong leadership at all levels in delivering outstanding educational outcomes, empowering pupils, parents, and staff to strengthen our community even further.

JOB DESCRIPTION

Job Title:	EHCP Administrator
Salary:	£27,814 £27,814 FTE per annum/pro rata 37 Hours a Week 41 Weeks a Year
Base:	Doubletrees School

Main Purpose of Job:
To manage and coordinate the Annual Review of Education Health Care Plans (EHCPs) of pupils within relevant settings, adhering to the statutory process in the SEND Code of Practice and to complete all administration relating to School Reports.

Main Duties and Responsibilities:
<ul style="list-style-type: none"> • To be responsible for supporting, monitoring EHCP's for pupils throughout the school to agreed annual targets and meeting all statutory and legal requirements • To liaise closely with the parents, carers and other professionals and to develop effective partnerships in the interests of the pupil • To plan, coordinate and administer Annual Reviews, Transition Reviews and any in-year reviews and plan adjustments to reflect changes in child's needs or circumstances • Take minutes of EHCP/AR meetings and produce reports and statistics for the Headteacher • To act as first point of contact in relation to EHCP's, establish and maintain positive relationships with parents, carers and other partner services • To attend all review meetings and update review documents appropriately • To generate all Annual Review and School Report documentation in appropriate formats working in liaison with the Local Authority SEN Assessment Team and Placement Team, ensuring that deadlines are met • To plan and develop the School Report timetable/deadline schedule, monitor and action completion of tutor comments, and proof read and distribute within strict deadlines • To deal with issues relating to appeals and enquiries from parents • To coordinate data effectively using SIMS as required • To update the relevant colleagues and the school's computerised and systems with all necessary data for the Annual Review Process Including maintaining information relating to pupil records • To support the accurate maintenance of pupil records and related administrative information, including systems used by the school, in line with statutory, Trust and school requirements.

- To provide administrative support for pupil-related processes and records, which may include liaison with external professionals, consultations, reviews, alternative provision, outreach arrangements and other agreed pupil administration.
- To provide general administrative support to senior leaders and the wider administration team, including the preparation of letters, documents, follow-up actions and agreed confidential administration as appropriate to the role.
- To assist with operational administration connected to the effective running of meetings, resources, stock and agreed purchasing processes, following school and Trust procedures.
- To maintain paper based filing systems and other general admin duties such as photocopying and archiving in relation to EHCP's
- To provide reception cover and general admin support if required

General – applicable to all Trust roles:

- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the academy's and the Trust's pupils at all times
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance
- To adhere to Trust values and behaviours
- To be aware of and adhere to all Trust policies and procedures
- To be responsible for your own continuing self-development and attend meetings as appropriate
- To undertake other duties appropriate to the post as required

Person Specification:

	Essential	Desirable	Recruiting method
Education and Training	Attainment of 5 GCSE's A-C (or equivalent) including English and Maths.	Attainment of NVQ Level 2 qualification in clerical related field	Application
Skills and Experience	Experience of administration work Communication skills Organisation skills Ability to provide accurate administrative support across pupil records, professional documentation and agreed operational processes.	Experience of clerical work in a school or similar environment	Application/ Interview
Specialist Knowledge and Skills	Knowledge and practical application of Microsoft packages		Application/ Interview

	<p>Typing skills</p> <p>Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people</p> <p>Demonstrates an awareness, understanding and commitment to equal opportunities</p>		
--	---	--	--

Special Conditions related to the post:
<p><i>The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.</i></p> <p>Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:</p> <ul style="list-style-type: none"> • Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information • Receipt of two satisfactory employer references one of which must be from your current or most recent employer • Satisfactory verification of relevant qualifications • Satisfactory health check <p>All new employees will be required to undertake mandatory training required by the Trust.</p>

Trust Benefits:
<p>Our Trust is committed to providing employee benefits that motivate and reward our employees. Our benefits include:</p> <ul style="list-style-type: none"> • A competitive salary • Attractive terms and conditions including holidays • Eligibility to join the local government pension scheme/Teachers pension scheme • Family friendly policies • Local and national discount schemes and initiatives • Continued professional development support • Flexibility to work across the Special Partnership Trust, the largest SEN provider in the county

- Support for the wellbeing of staff