



As Team Ipsley, we strive to create a community where all flourish, following God's example by loving each other as he loves us. Together, we become the best versions of ourselves by being ambitious, courageous and kind, creating a community which can achieve anything we set our minds to.

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# EHCP MANAGER

The **EHCP Manager** post is an exciting new opportunity for an enthusiastic member of staff passionate about inclusion for pupils who receive provision at EHCP level, in line with the SEND Code of Practice (2015) and under direction of the SENDCo.

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Central Region  
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## INTRODUCTION

The EHCP Manager post is an exciting new opportunity for an enthusiastic member of staff passionate about inclusion for pupils who receive provision at EHCP level, in line with the SEND Code of Practice (2015) and under direction of the SENDCo. This is a support staff role, working under the direction of the SENDCo and other key leaders to ensure all pupils with additional needs at EHCP stage receive the right support at the right time, enabling them to flourish academically, spiritually and socially. The role is complemented by a SEND Support Manager within the team who co-ordinates provision for pupils who are supported at SEND Support stage. We require a well-organised person, with an attention for detail, passion for supporting pupils with additional needs, and a commitment to safeguarding our students.

The role has the following purposes:

- To manage and co-ordinate support and provision for pupils receiving EHCP Support, under direction of the SENDCo.
- To support the teachers, departments and other staff with their responsibility for the development and education of children receiving EHCP Support to ensure all pupils' additional needs are met
- To apply the graduated approach effectively to ensure the needs of pupils are met, including appropriate deployment of specialist external agencies under direction of the SENDCo
- To assist teachers within the classroom so that pupils at SEND support and at EHCP support are able to achieve success.
- To undertake occasional "Learning Supervision", i.e. supervise whole classes occasionally during the short-term absence of teachers.

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## HOW TO APPLY

We welcome applications from professionals who possess the necessary drive and commitment to work with our pupils to contribute to the continued success of the school. Tours of the school or telephone discussions about the role are welcomed and can be arranged by contacting our SENDCo, Cathryn Yeomans, via email: [office@ipsleyacademy.co.uk](mailto:office@ipsleyacademy.co.uk).

Only completed Central Region Schools Trust application forms can be accepted. To access an application form, head over to our website: [www.ipsleyschool.org.uk](http://www.ipsleyschool.org.uk). Completed application forms should be returned to Yvette Wigg via email: [ywigg@crst.org.uk](mailto:ywigg@crst.org.uk).

**The deadline for applications is 09:00am on Tuesday 7th May 2024.**

**CV's will not be considered.**



## JOB INFORMATION

Job title:	EHCP Manager
Salary:	Scale 4, SCP 7 to 11 (actual £20,896 to £22,345)
Contract:	Permanent, 37hrs per week, Term time only plus 5 additional days
Responsible to:	SENDCo

## SPECIFIC DUTIES

- Manage provision for pupils at EHCP support in line with the SEND information report, under direction of the SENDCo
- Manage the assessment of additional needs of pupils with EHCPs with support of the SENDCo
- Plan appropriate universal, targeted and specialist interventions for pupils at EHCP stage
- Deliver universal, targeted and specialist interventions and support for pupils at EHCP Support
- Review universal, targeted and specialist interventions and support for pupils at EHCP Support
- Support CPD for teachers, middle leaders, Achievement Assistants and other staff in line with academy improvement priorities with support from the SENDCo
- Under direction of the SENDCo, Use joined-up working principles and a 'Team Around the Child' approach to ensure strong professional partnerships between internal and external agencies, including parents/carers, for pupils at EHCP stage.
- Work with key stakeholders to coordinate, monitor and create applications for statutory assessments
- Support provision for pupils at EHCP support with complex medical needs and/or physical difficulties under direction of the SENDCo
- Attend and actively participate in relevant meetings to advocate, support and review provision for pupils at EHCP support.
- 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 Trust events, professional networks/clusters and appropriate CPD to ensure continued professional development in line with academy improvement priorities
- To participate in the school's emergency response arrangements as directed by the designated officer

## OTHER DUTIES

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this role.
- Any other duties commensurate with the grade in order to ensure the smooth running of the school.
- To undertake health and safety duties commensurate with the post and/or as detailed in the Directorate's Health & Safety Policy.
- To attend school training days as required.

## NOTES

- The Governing Body reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- The duties described in the Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Academies Equal Opportunities Policy.

This job description is current as of **April 2024**, but following consultation, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

# PERSON SPECIFICATION

## QUALIFICATIONS

Essential	Desirable
<ul style="list-style-type: none"><li>• GCSE English &amp; Maths (Grade A-C) or equivalent</li><li>• School based experience and evidence of relevant study</li><li>• A relevant qualification in Childcare and/or Education</li></ul>	<ul style="list-style-type: none"><li>• Further evidence of qualification in special educational needs</li></ul>

## EXPERIENCE

Essential	Desirable
<ul style="list-style-type: none"><li>• Experience of working with young children (KS2/KS3) in a school setting</li><li>• Experience of working with young people with an EHCP</li><li>• Leading high-quality intervention(s) for small groups of pupils outside the classroom</li></ul>	<ul style="list-style-type: none"><li>• Liaison with external agencies</li><li>• Compiling EHCP assessment requests</li><li>• Conducting EHCP annual reviews</li></ul>

## KNOWLEDGE & UNDERSTANDING

Essential	Desirable
<ul style="list-style-type: none"><li>• The SEN Code of Practice</li><li>• Evidence-informed interventions for supporting pupils with a range of complex special educational needs</li><li>• Child development and the ways in which children learn</li><li>• The ways that special educational needs and disabilities can impact pupils' learning, and strategies to support them</li><li>• The roles played by various adults in a child's education</li><li>• Behaviour management strategies</li><li>• Equal opportunities</li><li>• Safeguarding</li></ul>	<ul style="list-style-type: none"><li>• EHCP processes, such as applications, assessments and annual reviews</li><li>• External agencies</li><li>• SEND Law</li></ul>

## SKILLS

Essential	Desirable
<ul style="list-style-type: none"><li>• Be resilient to high levels of challenge</li><li>• A strong standard of literacy</li><li>• Ability to analyse pupil progress data</li><li>• Adapt teaching to support the individual needs of pupils</li><li>• Supervise children and adhere to defined behaviour management policies</li><li>• Accept and respond to authority and supervision</li><li>• Liaise and communicate effectively with others</li><li>• Demonstrate good organisational skills</li><li>• Reflect on and develop professional practice</li><li>• Monitor, record and make assessments about individual progress</li></ul>	<ul style="list-style-type: none"><li>• Lead multi-agency meetings</li><li>• Delivering coaching or support to staff in meeting pupils' special educational needs</li></ul>

EHCP Manager - April 2024



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