**School EHCP Coordinator**

Scale G

32.5 hours a week

Term time + 1

1. PURPOSE AND SCOPE

To deliver the school’s statutory duties relating to Education Health Care

Plans ,ensuring full compliance of the school’s legal duties with the Children and Families Act 2014 and all associated Regulations (ie The Special Educational Needs and Disability Regulations, The Special Educational Needs (Personal Budget) regulations etc.

To act as lead manager in the school for the review process of EHC Plans

ensuring that the special educational provision set out in the EHC Plan is

delivered appropriately and in line with LA and school legal duties,

addressing issues or disagreements including where necessary representing

the school in formal disagreement resolution or mediation. To manage the

process of change of placement for pupils changing schools.

The post-holder will liaise with Senior Leaders, tutors and clerical staff in the

further development of a robust procedure in school to ensure progress

towards EHC outcomes are reported fully at review meetings and to make

amendments to an EHC Plan as necessary. They will liaise with Senior

Leaders and class staff, ensuring that progress information is collated effectively to inform parents / carers and relevant professionals at an annual review. They will manage the information necessary to hold Annual Reviews of EHC Plans in school. They will analyse and report to the senior leadership team on the progress of EHCP outcomes.

The post holder will be asked to chair Annual review meetings in the

school. They may be instructed to take on duties related to the schools’

statutory compliance of regulations as new regulations are issued.

2. CONTEXT

The post-holder will be line managed by the Deputy Head Teacher, who

has the delegated responsibility in the School for EHC Plans and statements. They will need to organise the meeting calendar.

The job holder will be expected to be flexible in their working hours should it

be necessary to instruct them to represent the school at tribunal hearings or

mediation meetings which would fall outside of their agreed working hours.

3. PRINCIPAL ACCOUNTABILITIES AND ACTIVITIES

To advise senior staff regarding the school’s statutory duties in regards to

EHC plans and statements and associated responsibilities, for example,

Personal Budget regulations.

To link with staff responsible for writing EHCPs to quality control

all documents before release.

To organise the annual review cycle.

In liaison with the Deputy Head teacher, to advise class staff about best

practice in writing summative reports for the Annual Review of EHC plans.

To attend relevant Continued Professional Development courses to

ensure future compliance of relevant regulations.

To ensure summative reports from school and other relevant professionals

are collated and distributed in line with the school’s statutory duties.

To proof read all reports prior to them being issued, and ensure that the

quality of the report is of a professional standard.

To contribute towards quality assurance processes for EHC plans and the

assessment process and adjusting practice in light of findings in a cycle

of continuous improvement.

To liaise with the Deputy Head teacher in developing suitable training for

all staff in the school’s statutory duties, and best practice in regards to

EHC plans and IEPs.

To deliver training for new teaching staff in the school’s statutory duties,

and best practice in regards to EHC plans and IEPs.

To contribute to the design and development of new processes, procedures and ways of working as required.

To liaise with the relevant senior leader responsible for transition for pupils at phase transfer eg Years 9, 11, 14.

To keep an up to date record of contacts of key professionals working with each pupil.

To safeguard and promote the welfare of children and young people

with whom the post holder comes into contact, observing excellent

safeguarding practice in line with school policy and procedures.

To carry out any other tasks as appropriate to the context and grade of

the post.

May 2024