



**Job title:** EHCP Manager

**Salary:** SO1

**Term:** Permanent

**Line manager:** Head Teacher

**Supervisory responsibility:** None

**Hours:** 18 hours per week \*may be worked flexibly

## **INTRODUCTION**

All staff are required to carry out their duties in accordance with all school policies and procedures. The duties outlined in this job description are correct at the time of creation but may change in accordance with the needs of the school.

## **REVIEW**

This Job Description will be subject to review and may be amended at any time after consultation with the post holder.

## **PRIME OBJECTIVES OF THE POST**

You are required to have a working knowledge of the Children & Families Act 2014, the Special educational Needs and Disability Regulations 2014, the SEN Code of Practice 2015 and the Care Act. You are required to carry out the duties as set out in the latest edition of the above-named documents and such duties as the head teacher may reasonably direct from time to time to undertake operational management of SEND review processes.

The details set out below describe the main duties and responsibilities relating to the post. However, a document such as this does not permit every item to be specified, nor does it direct the amount of time required to fulfil these duties. This Job Description is subject to review as part of annual performance management.

## **OPERATIONAL DUTIES**

- Coordination, planning and preparation of EHCP reviews, including issuing of EHC review dates to teachers, planning invites with AR Chair, LA SEND Team and all external agencies.
- To establish, maintain and update pupil folders on the staff drive according to filing system.

- To **quality assure all EHC reports** before they are sent out to families and services.
- To provide **support**, as required, for **new staff** to write an EHC review.
- To deliver **annual training** to all staff on the EHC review process, highlighting best practice
- To **document support**, raising concerns regarding quality (following training) to the SLT.
- **Facilitation of AR meeting \*where support is required**, including welcoming, minute taking and keeping an accurate account of all who attend.
- **To ensure the schedule of dates is completed** and maintained and send out save the dates and monthly reminders via the school's communication system
- Post meeting, **update AR documentation with proposed amendments**, and issuing of relevant paperwork to all who attended meeting.
- General liaison with external agencies re SEND.
- Accurate record keeping and of circulation of information.
- Ensuring all services working with a pupil either attend in person or provide a **comprehensive verbal/written report** that links directly to progress and outcomes.
- Ensuring that teachers submit **pupil voice** which is gathered in a way which is meaningful and appropriate for each child and is presented as part of the meeting.
- **Oversight of weighting & banding information** received from CMBC.
- **Tracking of all amendments** including requests for funding review and follow up and escalation of all changes to ensure timelines are adhered to.
- **Ensuring that parents/carers have contributed** to the review with the option to complete a comprehensive feedback questionnaire.
- **Collating all parent/carer feedback and the sharing of actions to identified person** to share with relevant staff members and SLT.
- **Update CPOMS** with relevant information gleaned through the review process (where the postholder has chaired the meeting)
- **To develop feedback forms for parents and carers** for whole school events such as parents evening, productions etc.
- To **support the consultation process** as directed by the Senior Leadership Team including regular checks of services for school and maintaining an accurate record of requests.
- To ensure **all records are maintained** according to the school's record keeping system and filed electronically.
- Ensure parents and carers receive a **hard copy** of all paperwork.
- Issue **timetables to external services** such as physiotherapist/OT etc.
- **Update pupil case studies** as required.
- Work with the SLT and class teacher **to engage hard to reach families** to ensure participation in their child's review.
- Produce detailed **provision maps** to secure additional funding where required.



## Highbury School Person Specification

## Post Title: EHCP Manager

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>KNOWLEDGE AND SKILLS</b>	<p>A good standard of education with a minimum of GCSEs at a good pass rate in mathematics and English.</p> <p>Understanding of SEN legislation/SEN Code of Practice including:</p> <ul style="list-style-type: none"> <li>Children and Families Bill</li> <li>Recent Government guidance</li> <li>Equalities Act 2010 (SEN and associated guidance)</li> <li>SEN &amp; Disability Act 2001</li> </ul> <p>Knowledge of specialist educational provision &amp; settings</p> <p>Advocacy, mediation and conflict resolution skills Strong verbal and written communication skills</p> <p>Able to liaise effectively with a wide range of professionals</p> <p>Ability to use a range of ICT applications including Excel and Microsoft office</p> <p>Able to deliver in-service training/induction relevant to the post</p> <p>Data protection</p> <p>A commitment to Safeguarding children</p>	<p>Teaching, Social Care or Health Degree or equivalent qualification</p> <p>Working knowledge of children with SEN</p> <p>Additional qualification in Special Education</p> <p>Knowledge of funding streams in specialist settings</p> <p>Working knowledge of strategies and approaches to improve behaviour.</p> <p>Knowledge of dealing with Safeguarding issues</p> <p>Knowledge of liaising with multi-agency professionals from within the fields of Education, Health &amp; Social Care</p> <p>Knowledge of accessing central services such as 'Services for school'</p>	<p>Application Form</p> <p>Interview</p> <p>References</p> <p>Certificates</p>

<b>PERSONAL DEVELOPMENT &amp; ADDITIONAL LEARNING</b>	<p>Willingness to participate in programmes designed to promote personal and professional development and evidence of recent in-service training</p> <p>Willingness to commit to continuous development and the proactive seeking of information</p>		Application form
<b>EXPERIENCE</b>	<p>Experience of working in the field of SEN and an understanding of SEN and inclusive practices</p> <p>Experience of working with education, health and care professionals</p> <p>Experience of working with families</p> <p>Experience of chairing meetings</p>	<p>Working in a multi-disciplinary team</p> <p>Evidence of related outside interests</p> <p>Making and managing referrals</p> <p>Lead professional role</p> <p>Experience of recording on CPOMS</p> <p>Writing detailed provision maps</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
<b>INITIATIVE &amp; ATTITUDES</b>	<p>Able to identify solutions and make decisions</p> <p>Confident to offer professional challenge</p> <p>Ability to communicate effectively</p> <p>Ability to manage own diary and prioritise effectively</p> <p>Able to work collaboratively as part of a team</p> <p>Able to work on own initiative</p> <p>Positive commitment to equal opportunities</p>		<p>Application Form</p> <p>Interview</p>

	Professional approach, sensitive, enthusiastic and diplomatic  Ability to respond to situations quickly and calmly  Sense of humour  Understanding of teacher workload and responsibilities  Excellent organisational skills and ability to plan and meet deadlines		
<b>CIRCUMSTANCES</b>	Able to work flexibly including some out of hours as determined by the needs of the Service  No contrary indicators	Be prepared to be involved in extra-curricular activities	Application Form