

EHCP Coordinator	Job Type:	Permanent, Part Time
Band 10 (SCP23 – SCP26) – Starting Salary SCP 23	Date:	12/5/2020
£26,999-£29,636 pro rata (£20,710 - £22,735)	Reference:	2020004
33 hours per week (Term Time Only – 39 weeks)		

Catcote Academy and Catcote Futures provides learning for a wide range of students with Learning Difficulties or Disabilities from Y7 to Life Long Learners.

We are looking to appoint a suitably organised and skilled EHCP Coordinator to join our highly committed special Trust. The EHCP Co-ordinator will ensure that the EHCP/Learner review process is conducted effectively across all provision, in line with statutory and local requirements for reporting and in line with the Trusts approach to person centred reviews. This will include coordinating and chairing EHCP (Education, Health and Care Plan) meetings as well as Learner Review Meetings for our adult learners (Life Long Learners). Throughout the process the EHCP Coordinator will be the main point of contact for external agencies and provide support to staff, parents and carers.

You must be strongly motivated and possess the character needed to work in a demanding and often challenging environment.

Closing date: Sunday 31st May 2020

Interviews: w/c 1st June 2020

Completed application forms to be sent / emailed to:
C Smith, Catcote Academy, Catcote Road, Hartlepool, TS25 4EZ
carla.smith@catcote.co.uk

You will need to meet the requirements of the person specification in order to be offered an interview. Only applications submitted on the Trust's application form will be accepted. **Application forms can also be found at www.catcoteacademy.co.uk (About Us/Vacancies).**

We welcome applications regardless of age, gender, disability, ethnicity or religion. Please see our website for our Privacy Notice (Job Applicants) regarding how we will use your personal information.

The Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

Any offer of employment is subject to an Enhanced Disclosure and check of the Children's/Adult's Barred list via the Disclosure and Barring Service (DBS).

EHCP Coordinator

The EHCP (Education, Health and Care Plan) Co-ordinator is responsible for ensuring that Catcote Academy and Catcote Futures fulfils its statutory duties related to EHCPs, including annual review meetings and required reports, as set out by the SENCo (Special Education Needs Coordinator). This job description may be modified by the CEO, with agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

MAIN RESPONSIBILITY

To ensure that the EHCP and Learner Review process is conducted effectively across all provision, in line with statutory and local requirements for reporting and in line with the Trusts approach to person centred reviews. The EHCP Co-ordinator will be the main point of contact for external agencies, such as Local Authorities and support services. This will include:

- Chairing Annual Review, including EHCP meetings, supported by pastoral teachers
- Ensuring that EHC1 reports are completed to a high standard by pastoral teachers
- Producing accurate records of meetings and reports, as per local requirements
- Liaising with and supporting staff, students, parents and carers

OTHER DUTIES/RESPONSIBILITIES:

1. To be responsible for ordering equipment as requested by support services, including Physiotherapy and Occupational Therapy.
2. To complete referrals to external agencies, as directed by SLT or as agreed during review meetings.
3. To contribute to the writing of Personal Education Plans (PEPs) for Looked After Children.
4. To represent the Trust at other meetings, organised by support services and external agencies, as required.
5. To have a commitment to the agreed whole Trust vision, values and goals as detailed in the Trust's development plans. To positively promote and contribute to the team ethos of the Trust.
6. To take an active part in internal meetings/working groups.
7. Communicate effectively with students, parents and carers and collaborate with colleagues and other relevant professions within and beyond the Trust.
8. Contribute to the development, implementation and evaluation of the Trust's policies and procedures and actively promote these to support the school's values and vision.
9. To relay any concern to the Assistant Head Teacher, Deputy CEO and the CEO as appropriate

10. To continue personal and professional development
11. To safeguard and promote the welfare of students for whom you have responsibility or come into contact with, to include adhering to all specified policies and procedures
12. Any other tasks as may be reasonably requested by the CEO

The post holder must act in compliance with all Trust policies and procedures including:
Data protection principles in respecting the privacy of personal information held by the Trust
Freedom of Information Act 2000 in relation to the management of Trust records and information
Equal Opportunities Policy
Code of Conduct (inc. No Smoking Policy)
Child and Adult Protection Policies and all other Trust safeguarding policies
Health and Safety rules and regulations and with Health and Safety legislation

*THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY **ENHANCED** DISCLOSURE AND CHILDREN AND ADULT BARRED LIST CHECKS BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RECHECKING AS REQUIRED FROM TIME TO TIME BY THE TRUST.*

Hartlepool Aspire Trust, Catcote Academy and Catcote Futures are committed to safeguarding and promoting the welfare of students and expect all staff and volunteers to share this commitment.

Person Specification – EHCP Review Meeting Co-ordinator

	Criteria No.	Essential	Stage Identified	Criteria No.	Desirable	Stage Identified
Qualifications	E1	GCSE A*-C or equivalent in Maths and English	AF,C	D1	Experience of working with students with a range of Special Educational Needs	AF,C
			AF,C	D2	Degree level qualification	AF,C
Experience & Knowledge	E2	Working knowledge of SEND Code of Practice and Children and Families Act 2014, and commitment to keeping abreast of developments and innovations in SEN	AF,I,R	D3	Experience of working in an education settings	AF,I
	E3	Experience of attending and/or chairing meetings	AF,I	D4	A clear understanding of SEN and relevant current and forthcoming educational issues	AF,I
	E4	Knowledge of ICT and appropriate new technologies	AF,I,R	D5	Understanding of key characteristics of different types of learners (PMLD, SLD, MLD)	AF,I,R
Skills					Knowledge of EHCPs and Annual Reviews	AF,I,R
	E5	Ability to build relationships quickly	AF,I,R			
	E6	Ability to establish rapport with a wide range of people	AF,I,R			
	E7	Excellent organisation skills	AF,I,R			
	E8	Self-motivated; with a sense of balance and perspective, set and achieve ambitious, challenging goals and targets, work under pressure and meet deadlines whilst thinking creatively to anticipate and solve problems	AF,I,R			
	E9	Ability to manage own workload	AF,I,R			
	E10	Understand the importance of Equal Opportunities, Safeguarding, Confidentiality and Data Protection	AF,I			
	E11	Excellent inter-personal and communication skills (written and oral) to a wide range of audiences	AF,I			
	E12	Collaborate and network with others within and beyond the Trust including parents, external professionals and the wider community.	AF,I			
E13	Ability to interpret and analyse data and other information for reporting purposes	AF,I,R				
Special requirements	E14	Desire to work with children /young people with learning difficulties to promote their development and educational needs	AF,I			
	E15	Ability to form and maintain appropriate relationships and personal boundaries with children/young people	AF,I			
	E16	A commitment to working as part of the whole Trust team and supporting the vision and aims of the Trust	AF,I			
	E17	Respect for social, cultural, linguistic, religious and ethnic backgrounds	AF,I			
	E18	Enhanced Disclosure and check of the Children's & Adult's Barred List	D			

AF	Application Form
C	Certificates
I	Interview
R	References
D	DBS disclosure