



A PLACE TO BELONG

JOB PROFILE

Job title:	Lead Educational Health and Care Plan (EHCP) Co-ordinator
Grade:	Band 5
Accountable to:	Head of Inclusion and Support
Responsible for:	EHCP Co-ordinators

General Duties and Responsibilities

- To contribute to the strategic direction and operational effectiveness of the College
- Ensure the responsibilities of the post are carried out in a way that reflects the standards, Mission, Vision and Values of the college
- Deliver on key performance indicators across the College, aiming to deliver continuous improvement
- Promote the College with employers, sector bodies, schools and the local community, developing effective partnerships with employers, the funding agencies and other representative bodies
- To proactively promote Safeguarding practice, EDI, Health and Safety and the well-being of all our students and staff
- To complete and remain up to date with Mandatory Training
- To participate in the College Professional Development and Review (PDR) Scheme

Specific duties and responsibilities

1. Lead and co-ordinate the administrative activities of EHCP Consults so that they meet deadline and support the students
2. Work in conjunction with Internal and External Stakeholders to support quality, implement support, monitoring actions, deadlines and ensuring consistency across the Support and Inclusion Team.
3. Lead, review and implement processes to support the smooth running of all EHCP activity.
4. Lead, coordinate and line manage the EHCP Team.

5. Liaise with MIS and EHCP coordinators to ensure the timely submission and tracking of relevant paperwork for funding claims and meeting audit and funding regulations.
6. Carry out relevant general administration duties within inclusion team directed by Inclusion and Support manager.
7. Lead on EHCP enrolment, working with curriculum and professional service teams to ensure smooth operational enrolment process for EHCP Learners.
8. Be able to cover the EHCP Coordinators for sickness so reviews are not cancelled.
9. To contribute to the strategic direction and operational effectiveness of the College

NOTE

This job profile provides an overview of the principle duties and responsibilities of the role. It is not intended to be exhaustive. It is anticipated that the content of jobs will change over time whilst remaining within the broad remit of the role.

This job profile does not form part of your contract of employment.

PERSON SPECIFICATION

Role: Achievement Coach		E/D	A	I	T
Qualifications:					
1	Level 2 Maths and English or equivalent	E	X		
2	Relevant Coaching or Teaching Qualification	D		X	
3	Relevant qualification in care/ classroom work	D	X		
Experience and Skills:					
4	Work in post 16 sector	E	X		
5	Recent experience of working with young people	E		X	
6	Experience of supporting Looked After or Care Experienced Learners	D	X	X	
6	Work in a vocational area and or voluntary sector	E	X		
7	Supporting people with learning support needs	E		X	
8	An understanding of the barriers to education and learning	E		X	

9	Supporting young people to ensure their safety and wellbeing on a range of pastoral and learning related topics.	E		X	
10	Working with a range of partners to deliver appropriate support to young people	E	X		
11	Experience of using IT in a support or admin role	D	X		
12	Knowledge of safeguarding policies and processes	E	X	X	X
13	An awareness of the current FE curriculum including learning and assessment methods	D	X		
14	Experience of monitoring, evaluation, action plan preparation and report writing	D	X		
Personal Attributes:					
15	Excellent communication and interpersonal skills (written and spoken)	E		X	
16	Confidence in dealing with emergency situations - behaviour/mental health etc.	E		X	
17	Capable to contributing to/working in a multi-disciplinary team providing support for students	E	X		
18	Demonstrate a genuine commitment to uphold and promote equal opportunities and diversity	E	X		
19	Commitment to quality and excellence through evidence of continuing professional development	E	X		
20	Demonstrate a knowledge and understanding of Safeguarding / Child Protection issues relevant to the post	E	X	X	
21	Ability to analyse situations and recommend ways forward	E	X	X	
22	Skilful in handling conflict positively and achieving positive resolutions	E	X		
23	Able to work effectively unsupervised	E	X		

KEY:

E	Essential
D	Desirable
A	Assessed by Application Form
I	Assessed by Interview
T	Assessed by Test