

# **EHCP Review Officer**

## **Beckmead College**

### **Job Description/Person Specification**

## **JOB DESCRIPTION LONDON BOROUGH OF CROYDON**

**Post:** EHCP Review Officer

**Salary:** NJC Pay Scale

**Responsible To:** Deputy Headteacher

**Site:** Beckmead College

**Responsible for:** Co-ordination and creation of annual reviews of Education, Health and Care Plans for Beckmead College.

### **Role Purpose:**

**The Admin & EHCP Review Officer is responsible for:-**

Under the instruction/guidance of senior staff: provide coordination and administrative support to staff to ensure the smooth scheduling of annual reviews and completion in line with statutory timelines. The role will include scheduling and communication with relevant staff, parents/carers and agencies. Under the guidance of senior staff: be responsible for undertaking administrative, minor financial and organisational processes within the school.

Ensuring completed paperwork is sent within statutory timescales to the SEN Department at the Local Authority.

The duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out other duties as necessary from time to time.

### **Commitment to Diversity:**

As a member of the Beckmead Team, I take individual and collective professional responsibility for championing the council's diversity agenda and proactively implementing initiatives that secure equality of access and outcomes. I also commit to continually developing my personal understanding of diversity.

### **Key External Contacts:**

- Social Care
- Parents/carers
- Speech and Language Therapists
- EPS
- Essex Council SEN Department
- Transport service

**Key Internal Contacts:**

- Deputy Head Teacher
- Headteacher
- Teaching staff
- The Beckmead Croydon Hub
- Business Support Team including finance

**Key Areas for Decision Making:**

- Scheduling of all reviews.
- Produce final EHCP Reviews for the SEN Department, including sensitive and complex information. These are legal documents that may be relied upon in formal legal settings. Schedule all statutory reviews and meet statutory deadlines.
- Contact relevant people, including agencies and parents/carers.
- Monitoring implementation and completion of reviews.
- Transport
- Response to parents regarding the urgency of calls

**Other Considerations:**

- Appointment subject to completion of successful enhanced DBS check

**Key Elements:****Organisation**

- Organising schedules for all annual reviews, ensuring appropriate times and attendance by relevant participants.
- Communicate with all relevant staff in the coordination of annual reviews.
- Communicate with all families/carers as appropriate to coordinate the reviews and ensure their attendance as much as possible.
- Communicate with external agencies, particularly EPS and the post-16 SEN Adviser.
- Deal with complex reception/visitor, etc. matters.
- Assist with the planning, developing and organising support service systems/procedures/policies.

**Administration**

- Develop and maintain computerised records/management information systems for annual reviews, SEN statements, EHCPs, and contact details.
- Produce lists/information/data as required e.g. pupils' data.
- Undertake typing, word processing and other IT-based tasks.
- Take notes at meetings.
- Undertake administrative procedures.
- Maintain and collate pupil reports and records held within the school.
- Evaluate and produce attendance data/information for EHCP reviews as required.

- Provide personal, administrative and organisational support to other staff, notably teaching staff involved with EHCPs and other admin staff, especially the People & Places Manager.
- To set deadlines, complete and submit annual review returns, pupil views, and administrative orders.
- Ensure smooth administration of public examinations as required.

## **Resources**

- Provide general advice and guidance to staff, pupils and others.
- Operate relevant equipment/complex ICT packages.
- Undertake research and obtain information to inform decisions.

## **Responsibilities**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and report all concerns to the appropriate person.
- Be aware of and support differences and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Minute EHCP meetings and provide accurate information to all stakeholders, including external agencies.
- Participate in training and other learning activities and performance development as required.
- Establish constructive relationships and communicate with other agencies/professionals.
- Recognise your strengths and areas of expertise and use these to advise and support others.
- Produce and manage complex EHCP information, remembering that these documents may be relied upon in formal legal settings.

## **Green Statement**

Seek opportunities to contribute to the sustainable development of the borough in accordance with the council's Green Commitment. In particular, demonstrate good environmental practices (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in the management of the service provision.

## **Data Protection**

- Be aware of responsibilities under the Data Protection Act 1998 for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this.
- Maintain client records and archive systems, in accordance with departmental procedure, policy and statutory requirements.

## **Confidentiality**

Treat all information acquired through your employment formally and informally in strict confidence. There are strict rules and protocols defining employees' access to and use of the council's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

## **Equalities**

The Trust is strongly committed to achieving equality of opportunity in its services to the community and in its employment practices. It expects all employees to understand, comply with, and promote its policies in their work, undertake any appropriate training, and challenge racism, prejudice, and discrimination.

## **Health and Safety**

Employees should be responsible for their own Health and safety, as well as that of colleagues, service users, and the public. They should cooperate with management, follow established systems of work, use protective equipment where necessary, and report defects and hazards to management.

## **To contribute as an effective and collaborative member of the School Team**

- Participate in training to demonstrate competence.
- Participate in first aid training as required.
- Participating in the ongoing development, implementation, and monitoring of the admin team's goals.
- Championing the professional integrity of the School Service.
- Supporting Customer Focus, Best Value and electronic management of processes.
- Actively sharing feedback on School policies and interventions.

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**Qualifications**

- NVQ 3 or equivalent qualification or experience in relevant discipline.
- Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.

**Essential Knowledge**

- Knowledge of the SEN Code of Practice
- Knowledge of the annual review process for education, health and care plans.

**Essential Skills and Abilities**

- Excellent numeracy/literacy skills.
- Effective use of ICT and other specialist equipment/resources
- Excellent ICT skills.
- Ability to relate well to children and adults.
- Work constructively as part of a team, understanding school roles and responsibilities and your position within these.
- Ability to self-evaluate learning needs and actively seek learning opportunities.

**Essential Experience**

- Experience in the development, management and operation of administrative systems.

**Special Conditions**

- All staff must be willing to undertake physical intervention and access relevant training in this area.
- Enhanced DBS Check
- Exposure to information about pupils with traumatic conditions or who have complex and demanding behavioural problems will require the post-holder to cope with some levels of emotional stress.