

# JOB DESCRIPTION

**JOB TITLE:** **EHCP/Transitions Assistant**

**GRADE: Scale 3**

SECTION: Additional Support

RESPONSIBLE TO: Additional Support Coordinator

**JOB PURPOSE:**

To be responsible for the administration and coordination of the Education Health Care Plan (EHCP) process under the guidance of Additional Support Coordinators in Leicester College for mainstream students.

**DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

The following duties are not shown in order of priority of frequency nor is the list comprehensive, but rather an indication of the type and level of duties expected of this post.

1. Ensure that every EHCP throughout Student Services is reviewed annually.
2. To schedule and organise annual reviews and complete EHCP paperwork in a timely manner. Utilising outlook diaries for Additional Support Coordinators.
3. Issue invitations/reminders for LA and social workers, parents and students to ensure good attendance of annual reviews and appropriately recorded.
4. Prepare paperwork and assist with setting up before EHCP review meetings.
5. Able to do electronic note taking during EHCP reviews meetings or when directed at school/Local Authority meetings.
6. Complete all related paperwork/documents following the review meeting and distribute to the relevant bodies in a timely fashion.
7. Accurately record any new EHCP and the appropriate response to the Local Authority in timely manner.
8. Liaise sensitively and effectively with the student/family/agency/providers.
9. Process incoming EHCP’s ensuring that they are electronically filed via the Additional Support Tracker system as soon as received.
10. Work alongside the Additional Support team to ensure accurate records of EHCP’s are kept and maintained.
11. Attend internal and external meetings as required e.g. School Reviews.
12. Collate and maintain all relevant information regarding needs and development of individual students.
13. Gather information such as Specialist reports to contribute to new applications for EHCP’s if required.
14. Regularly communicate updates to the Additional Support team. Where appropriate communication with the wider teams in Student Services and curriculum via appropriate college systems.
15. To promote the other personal support systems within the College and externally.
16. To keep up to date with statutory requirements and good practice nationally in the field of SEND and to advise the senior managers on policy and practice changes.
17. To maintain confidential record systems and other administrative systems in line with College Policy.
18. To participate in the College's Induction programme, Child Protection & Safeguarding training and other appropriate initiatives and to take part in staff development activities as appropriate.
19. To promote the College's Equality and Diversity Policy and contribute to promoting a safe and inclusive environment for all students.
20. To provide the best possible service to all customers (both internal and external) in line with the College standards.
21. To support the College’s quality initiatives, promoting the values of the College and ensuring that outputs meet College quality standards.

AND such other duties as are within the scope of the spirit of the job purpose, the title of the post and its grading as required.

**DIRECTLY RESPONSIBLE FOR THE FOLLOWING STAFF:**

None

If you have any queries relating to your Job Description please consult your line manager. Copies of this Job Description are held by the College Human Resources Department.

Date: October 2019

**PERSON SPECIFICATION**

**Job Description**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Candidate:** | | **Interviewer:** | | **Date:** | |
| **Essential Criteria** | | **M** | **Comments** | | **Score** |
| **1.** | **Education & Training** |  |  | |  |
| 1.1  Minimum Level 2 in Maths and English (GCSE Grade C or above, GCSE Grade 4 or above or equivalent). | | **A/I/T** |  | |  |
| 1.2  Minimum Level 2 qualification in IT and / or equivalent Microsoft Word/Excel experience. | | **A/I/T** |  | |  |
| **2.** | **Knowledge & Experience** |  |  | |  |
| 2.1  Ability to collate information from a variety of sources, summarise and develop appropriate support/action plans. | | **A/I/T** |  | |  |
| 2.2  Be able to demonstrate awareness of Equality Act (2010) | | **I** |  | |  |
| 2.3  Liaise with professionals to ensure their knowledge, expertise and skills inform the EHCP process. | | **A/I/T** |  | |  |
| 2.4  Able to work with minimal supervision, and able to refer issues appropriately to line-manager and resolve problems using own initiative. | | **A/I/T** |  | |  |
| 2.5  Experience in administrative and able to demonstrate excellent organisational skills. | | **A/I/T** |  | |  |
| **3.** | **Skills** |  |  | |  |
| 3.1  Report writing skills | | **I** |  | |  |
| 3.2  Ability to communicate effectively at a range of levels including with senior managers | | **I** |  | |  |
| 3.3  Excellent organisation skills | | **I** |  | |  |
| 3.4  Advanced IT skills to enable effective IT based record keeping, including databases, excel spreadsheets, word and accurate data entry. | | **I** |  | |  |
| 3.5  Excellent written and oral communication skills | | **I** |  | |  |
| **4.** | **Approach** |  |  | |  |
| 4.1  Strong teamwork ethos | | **I** |  | |  |
| 4.2  High level of attention to detail | | **I** |  | |  |
| 4.3  Makes best use of technology | | **I** |  | |  |
| 4.4  Highly organised and methodical | | **I** |  | |  |
| 4.5  Proactive and self-motivated | | **I** |  | |  |
| 4.6  Reliable and consistent | | **I** |  | |  |
| 4.7  Presents a professional image | | **I** |  | |  |
| 4.8  Ability to adapt and a flexible approach to their work | | **I** |  | |  |
| **5. Special Factors** | |  |  | |  |
| 5.1  Be able and willing to travel to a variety of locations. | | **I** |  | |  |
| **DESIRABLE** | |  |  | |  |
| **6. Education & Training** | |  |  | |  |
| 6.1  Understanding of the Equality Act and willingness to understand the rules associated to the Code of Practice (2015). | | **A/I** |  | |  |
| 6.2  Experience/awareness of barriers for learners with disabilities and/or social deprivation. | | **A/I** |  | |  |
| 6.3  Awareness of the transition process from schools to FE. | | **A/I** |  | |  |
| **7. Knowledge & Experience** | |  |  | |  |
| 7.1  Supervision and/or coordination experience | | **A/I** |  | |  |
| **8. Skills** | |  |  | |  |
| 8.1  Understanding and a wide range of experience of working with people and families with additional needs | | **A/I** |  | |  |
| 8.2  Experience of working in an educational setting | | **A/I** |  | |  |

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| **Score** | **Key** | **Score** | **Key** |  | Method | **Key** |
| 1 | Poor | 3 | Good |  | A | Application Form |
| 2 | Satisfactory | 4 | Excellent |  | T | Test |
|  |  |  |  |  | I | Interview Question |
|  |  |  |  |  | P | Presentation |
|  |  |  |  |  | O | Teaching Observation |

**General conditions of appointment for support staff**

At Leicester College some general conditions of employment will apply to all support staff roles within the College. These are detailed below:

**1. Equality Diversity and Inclusion**

Leicester College is committed to achieving equal opportunities for all and to ensuring that all learners, staff and visitors are treated with respect, courtesy and integrity in all aspects of College life. The College is opposed to all discriminatory attitudes and behaviours, particularly in relation to ability, age, colour, educational needs, ethnic origin, gender, marital status, race, religion or belief, sexual orientation, social background or trade union membership. We value ethnic, cultural, linguistic and social diversity and believe that such diversity enriches both the College and the wider community in which it exists. Leicester College is committed to safeguarding and promoting the welfare of young people and children and expects all staff and volunteers to share this commitment.

**2. On appointment**

The appointment is subject to:

(a) A period of probationary service of 6 months for new employees.

(b) Medical clearance provided by the College’s Medical Advisor which the College considers to be satisfactory.

(c) Proof of your eligibility to work in the UK.

(d) Two references which the College considers to be satisfactory.

(e) All Support staff posts are currently subject to an enhanced DBS disclosure that is considered satisfactory by the College. If you are appointed you must reimburse the College of the cost of a Disclosure and Barring Service check (previously Criminal Records Bureau). You are also required to subscribe to and pay for the on line DBS Update Service.

A disclosure provides details of a person's criminal record including convictions, cautions, bind overs and reprimands held on the Police National Computer. It may also include details from lists held by the Department of Health and the Department of Education of those considered unsuitable. It may also include information held by local police forces.

Any offer of employment made by the College will be conditional upon the receipt of a satisfactory disclosure. The successful candidate will not normally be permitted to commence their employment until this has been received.

In exceptional circumstances employment may commence prior to the checks having been completed by the DBS but only on receipt of a completed disclosure application form and supporting documentation from the candidate. In such cases supervision will be in place.

We make every subject of a disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.

Further information can be obtained from: [www.gov.uk/dbs](http://www.gov.uk/dbs)

The disclosure of a criminal record, pending prosecution or other relevant information will not necessarily bar you from appointment to the post. This will depend upon the nature of the position and the circumstances and background of your offences and other relevant information.

Failure to declare a conviction, caution reprimand or pending prosecution (other than a protected conviction or caution) may, however, disqualify you from appointment, or result in disciplinary action which may result in summary dismissal in the event of the discrepancy coming to light after your appointment.

(f) Salary is paid monthly by credit transfer into a Bank or Building Society account.

(g) A full year’s leave entitlement (1st August to 31st July) will be 26 days, together with statutory bank and concessionary holidays (12 days), (pro-rata for part time posts).

(h) All employees may choose to become a member of a trade union. The College supports the system of collective bargaining and believes in the principle of solving employee relations matters by discussion and agreement.

**3. When Applying**

Application forms can be completed on line at [www.leicestercollege.ac.uk](http://www.leicestercollege.ac.uk). Applicants will receive confirmation of receipt of their submitted application form by email.

Car parking is limited for visitors at all campuses and not normally provided. If you need a car park space to attend for interview e.g. due to a disability, please contact the Human Resources Department on 0116 2295553 to arrange.

Please note that smoking is not allowed anywhere on any College site (inside and outside College buildings) and not permitted in College vehicles.

Candidates who feel that they have not been fairly treated at an interview are entitled to complain in writing to the Director of Human Resources within 7 days of the interview. The matter will then be investigated and a response will be made.

**The college is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. All successful candidates are subject to a Disclosure and Barring Service check.  The successful candidate will be required to pay for the DBS check themselves, the cost (£50.50 for an enhanced disclosure) will automatically be deducted from their first salary payment.**

**It is an offence for anyone who is barred by the ISA from working with children, young people and or vulnerable adults to apply for this position.**