**EHCP CO-ORDINATOR**

**JOB SPECIFICATION**

We are looking for an in-school EHCP Co-ordinator to ensure the effective co-ordination of the EHCP review process in line with current school practices, and current legislation (***SEND Code of Practice 2014, Children’s and Families Act 2014, Equality Act 2010).***

This role sits within the Administration Department of the school. The role involves assisting the SENCo with oversight and maintenance of Education Health and Care Plans and facilitating the annual review process for all pupils.

***This is a full-time role at Surrey Pay scale 8, £31,273-£34,519 FTE. You will be working 36 hours per week, term time only, over 39 weeks per year and working INSET days as required.***

**Key Responsibilities will include:**

* Work closely with the SENCo to agree and support provision for pupils.
* Form and maintain positive relationships with families, colleagues and associated professionals in order to promote a joined up approach for pupils.
* Gather evidence from teachers, families and external agencies in relation to progress of students against their educational outcomes and ensure the information is gathered, collated and shared in a timely manner.
* Schedule, plan and chair annual reviews for all pupils. Record and distribute reviews according to legislative requirements.
* Recommend updates to EHC Plans and update plans, as needed, in liaison with SEND case workers
* Liaise with Local Authorities to ensure appropriate provision (and funding) is secured for the needs of individual pupils
* Complete EHCP documentation accurately and in detail on appropriate paperwork for each Local Authority.
* Ensure that accurate records are kept pertaining to the dates, times and actions to be completed for each EHCP review.
* Where specific provision is requested, liaise with relevant professionals to ensure that provision is secured. This includes submitting requests for additional support from local authorities, with evidence.
* Perform other admin duties, as required, within the overall function of the school office team
* In line with school policies, uphold and promote the school’s duty to safeguard children and young people, and to provide the highest level of pastoral care and education.
* Assistance with tribunals as and when required.

The post-holder will report to the School Business Manager as well as working closely with the SENCo and will be largely self-directed and require a high level of self-organisational skills