

## **Job Description**

### **Education and Health Care Plan (EHCP) Administrator**

#### **Purpose of Job:**

To coordinate students' Annual Reviews including preparing paperwork, taking minutes and communicating with stakeholders.

#### **Functional Links**

The EHCP Administrator will liaise with staff, pupils, parents, carers, professionals, volunteers and visitors to maintain the high standards of the school.

#### **Reporting Relationships**

The EHCP Administrator will report to the EHCP Lead.

#### **Duties and Responsibilities:**

##### **EHCP Administrator**

1. To work both as part of a team or unsupervised, prioritising own work and meeting deadlines.
2. To organise the timetable for EHCP reviews for the academic year, liaising with the teachers and external parties.
3. To ensure school staff meet deadlines for completing Annual Review paperwork.
4. To meet deadlines for collating documentation from all parties involved.
5. Maintain records of targets and deadlines for submission to SEN teams.
6. To notify parents and carers of forthcoming reviews and sending out all documentation within the given time frame.
7. To minute annual reviews scheduled as required in co-ordination with the EHCP Lead.
8. To type minutes from annual reviews and distribute to relevant colleagues and external parties.
9. To monitor and track when changes are required on EHCP's and chase SEN teams as and when is necessary.
10. To build strong links with the therapy teams within school.
11. To assist in providing training to staff regarding Annual Review reporting.
12. To attend Parents Evening and Target Setting Evenings to be a point of contact regarding EHCPs and Annual Reviews and support the leadership team as required.
13. To liaise with SEN teams and build good working relationships with local authorities, agencies and stakeholders.
14. To support with whole school open mornings.

15. To minute ad hoc meetings as required.
16. To cover the main office as required and carry out administrative tasks (screening phone calls, taking messages and delegating to relevant staff, greeting visitors, showing visitors around the school, greeting and assisting parents, diary management, including managing the meeting room diary etc.)
17. To demonstrate a commitment to the Safeguarding of Children
18. To promote Equality and Diversity in all contacts.
19. To carry out all duties in accordance with school policies.
20. To carry out other such similar duties that may be reasonably required by the Leadership Team