



CROOKHORN COLLEGE

Headteacher: Sarah Bennett, B.A. (Hons), N.P.Q.H.

Stakes Hill Road, Purbrook, Waterlooville PO7 5UD Telephone 023 92 251120

JOB DESCRIPTION

EHCP Co-Ordinator

The EHCP Co-Ordinator reports to the Assistant Headteacher SENCO

Contractual Hours: 35 hours (Mon – Fri 08.30 – 16.00).

Working Weeks: 40 Weeks - Term time plus 5 days

Based in the SEN Department, the post holder will offer an administrative support service to the co-ordination of all aspects of EHCPs and act as PA to the Assistant Headteacher SENCO and the Assistant SENCO. This will encompass general administrative tasks including:

Annual reviews

- Book in annual review meetings.
- Send out invitations on the Hub.
- Book meeting rooms.
- Liaise with outside agencies and colleges to attend review.
- Send out Round Robins to teachers to collect views on each outcome.
- Pre-populate report with feedback from teachers.
- Attend annual review meeting- take parents and students views. Make notes under each of the outcomes.
- Pull together annual review notes onto the Hub for VLG/NHS/CJR to check.

Costed provision maps

- Collate all the relevant files for evidence e.g. attendance data/behaviour logs
- Prep populate form with provisions/support.
- Liaise with LT about costings

Consults

- Prepare consults for checking by VLG/NHS
- Send consults to County

EHCP applications

- Initiate EHCP applications in the Hub
- Collate parents and students' views
- Complete the K3
- Gather information from teachers/outside agencies/internal data/files- add this information to the hub under each area of need.
- Scan in and add all evidence to the Hub.

Transition

- Liaise with primary schools about year 6 annual reviews for allocated students and book into NHS/VLGs diaries.
- Write transition profiles from information collated by NHS/VLG and EHCPs.
- Show new year 7 students where SEN support can be found (on starting at Crookhorn).

PA Duties

- To maintain the Assistant Headteacher SENCO and Assistant SENCO diary, arranging meetings, appointments, organising meetings and venues as appropriate.
- To maintain the Assistant Headteacher SENCO and Assistant SENCO confidential filing system, preparing such papers as may be required for meetings and appointments.
- Take minutes at meetings when required by the Assistant Headteacher SENCO and Assistant SENCO

Miscellaneous

- Half termly phone calls with parents
- Catch up with students about small difficulties e.g. needing a fidget toy, where lunch club is.
- Complete forms for County e.g. Post 16 options forms (chase with parents as required).

The post holder will be expected to work collaboratively with the SEN department and carry out any other reasonable duties related to the role that may not be mentioned herein.

You may be asked to undertake other duties as determined by the Headteacher from time to time. This job description may be reviewed at the end of the academic year, or earlier if necessary. In addition, it may be amended at any time after consultation with you.

Signed: _____

Dated: _____