



JOB DESCRIPTION

Post Title	EHCP Admin Assistant
Salary Scale / Grade	Scale 4
Hours per week	31
Full time or Term time	Term-time plus 1 day
Reporting to	Senior SEND Administrator

Purpose:

Under the direction of the Assistant Headteacher - SENDCO and the Senior SEND Administrator to provide effective record keeping and support of all students with an EHCP across the Federation

Key tasks and responsibilities:

- To work with the Senior SEND Administrator to schedule all annual reviews for a caseload of students with an EHCP
- To liaise with parents and other stakeholders to ensure
- To liaise with teaching staff to ensure timely completion and collation of One Page Reports for each student
- To attend and minute Annual Reviews with the SENDCO or Deputy SENDCOs
- To prepare all annual review documentation and, when approved by the SENDCO, to upload this documentation to Sharepoint
- To assist the SENDCO/Deputy SENDCOs in the preparation for new EHCP applications, via the Isle of Wight EHCP Hub

• Other Responsibilities:

- To follow and support the Federation's policies reflecting the commitment to high achievement and effective teaching and learning.
- To contribute to the maintenance of the Federation's ethos by expecting high standards from all of the students in both lessons and social times, and modelling these high standards personally.
- To ensure all duties and responsibilities are discharged in accordance with the Federation's health and safety at work policy.
- To promote and safeguard the welfare of students and young people you may come into contact with.
- To undertake any other reasonable tasks as directed by the Executive Headteacher.

Review:

This job description is subject to annual review and / or change at other times in response to identified needs. It is expected that the post holder will undertake additional duties, as required, and in agreement with their line manager, to operate in a flexible environment.

PERSON SPECIFICATION

	Essential	Desirable	How Tested A – Application I – Interview T - Test
QUALIFICATIONS AND TRAINING			
GCSEs at 4 / C or above in English and Mathematics or equivalent	✓		A
NVQ level 3 or equivalent		✓	A
EXPERIENCE			
Experience of working with students or young people with complex needs	✓		A, I
Day to day working experience and skill with Google docs	✓		A, I
KNOWLEDGE AND UNDERSTANDING			
Commitment to, and understanding and experience of, the main safeguarding principles	✓		A, I
Knowledge SEND Code of Practice		✓	A, I
Understanding the requirement for confidentiality, tact and discretion	✓		
SKILLS AND ABILITIES			
Good interpersonal, verbal and written communication skills with adults and children alike in a variety of settings	✓		A, I
Ability to work flexibly and under own initiative to achieve objectives	✓		A, I
Ability to prioritise, coordinate and organise work under pressure	✓		A, I
Conscientious and positive disposition	✓		A, I
Ability to work on own initiative and self-manage	✓		A, I
Good Administrative skills	✓		A, I
High Level of accuracy and attention to detail	✓		A, I
Ability to use Arbor	✓		A, I

PERSONAL QUALITIES AND ATTITUDES			
Ability to maintain high quality professional relationships with all, acting as role model to students	✓		I
Ability to be discreet and professional at all times, ensuring confidentiality is upheld	✓		I
Calm, approachable, resolution-focussed disposition.	✓		I
Willingness to participate in further training and developmental opportunities to further knowledge	✓		I
Flexible attitude in carrying out different types of work	✓		I
Interest and commitment to helping develop enrichment experiences for all students	✓		I