Job Description – Education and Health Care Plan Administrator

Title Education and Health Care Plan (EHCP) Administrator

Reports to Administration Manager

Based at Communication Specialist College - Doncaster

Hours of work 37hrs per week

# Responsible for:

To coordinate students’ Annual Reviews including:

* Preparing paperwork
* Taking minutes
* Communicating with stakeholders
* To provide EHCP administrative support to the Leadership Team.
* To be the designated person to Local Authority EHCP hubs.

# Key Duties and Responsibilities

* To organise the timetable for EHCP reviews for the academic year, liaising with the managers and external parties.
* To liaise with staff, pupils, parents, carers, professionals, volunteers and visitors to maintain the high standards of College
* To work both as part of a team or unsupervised, prioritizing own work and meeting deadlines.
* To meet deadlines for collating documentation from all parties involved.
* To notify local authorities, parents and carers of forthcoming reviews and sending out all documentation within a given time frame.
* To minute annual reviews scheduled as required in co-ordination with the EHCP and Admissions Lead.
* To type minutes from annual reviews and distribute to relevant colleagues and external parties.

**General**

* To strictly observe and follow staff code of conduct
* To have responsibility for promoting and safeguarding the welfare of all students
* The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment
* Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions
* Support the college’s implementation of all current statutory requirements, e.g. Equalities Act, Equal Opportunities, Child Protection and Data Protection (GDPR)
* To fulfil personal requirements, where appropriate, with regard to Trust and college policies and procedures, health, safety and welfare, emergency, evacuation and security
* To work positively and inclusively with colleagues and stakeholders so that the Trust provides a workplace and delivers a service that does not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities
* To attend training as required by the Trust to ensure that the best possible service is provided to our students and to each other
* To observe at all times the Trust’s policies, in particular those relating to Health and Safety at Work and Data Protection
* To attend training as required by the Trust to ensure that the best possible service is provided to our students and to each other
* To undertake other duties which may be reasonably be required