



## **Job Description – EHCP & Transitions Co-ordinator LVS Oxford**

Reports To:	Deputy Head Pastoral/SENCO
Full/Part Time:	Full time
Hours:	08.30 – 16.00 (35 hours pw) with a half hour unpaid lunch break
Department:	Administration
Job Purpose:	Responsible for the organising and co-ordinating of Annual Reviews for learners; to ensure smooth transitions into and out of LVS Oxford; to work with therapists and teaching staff on pathway planning
Objectives:	To oversee the organisation and administration of the admissions process and EHCP/Annual Review process for the school. To ensure that students have an effective transition into and out of the school. To ensure that EHCP outcomes for students are met by therapy and teaching staff.

### Key responsibilities:

- Oversee the compilation/updating of EHCP/Annual Review calendar
- Oversee the admissions process with reference to the admissions policy
- Ensure that all the necessary review reports and documentation are collated and circulated within statutory timeframes
- Attend review meetings to chair, and take minutes where needed, type up and circulate minutes and manage a spreadsheet of action points, person responsible and time frame for completion within statutory timeframes
- Responsible for follow up of action points arising from AR meetings
- Create/update learner review files electronically (using database) and hard copy
- Create/update Learner Placement Plans in conjunction with Deputy Head Pastoral/SENCO
- Prioritise workload to ensure completion of work to specific deadlines
- Liaise with feeder schools and other relevant bodies to gather pupil information
- Manage the arrangement of interim review meetings when requested
- Liaise with SEN Officers at Local Authorities
- Adhere to school's procedures for recording, monitoring and acting upon a range of data for students. Maintaining these key records where necessary.
- Ensure confidentiality is observed at all times by the data protection act.
- Liaise with therapy team, including therapy assistant, to ensure that therapies are delivered in line with that detailed in each student's EHCP
- Responsibility for pathway planning for students from Year 9 onwards
- Support the SMT with the admissions of new students to the school
- Participate fully in training and development opportunities
- To attend admissions meetings



Skills required for the role:

- Good interpersonal skills for communicating tactfully with all stakeholders.
- Excellent keyboard and typing skills
- Good note/minute taking skills
- Numerate and literate
- Efficiency with excellent organisational skills
- Sound knowledge of Microsoft Office programmes
- Ability to communicate at all levels and relate well to children and adults
- Ability to delegate tasks to other members of the administration team
- Capability of working within a constantly changing working environment
- Flexibility and working as part of a team

Selection Criteria

- Essential for candidates to have held a similar or related previous recent position. Preferably within SEN background.
- Candidates will also need to demonstrate good team-working
- Proven literacy and numeracy
- Good standard of education e.g. A level, NVQ 3 or equivalent qualification or experience.

Signed: .....

Name: .....

Date: .....

Updated March 2020