



## EHCP / High Needs Funding Coordinator

### **EHCP / High Needs Funding Coordinator**

**St Albans Campus**

**Full Time 37 hours per week**

**30 Days holiday**

**£30,957 per annum**

An opportunity has arisen for someone to take on an exciting, diverse and challenging role within the College. Due to the ongoing emphasis within the SEN reforms and the continued focus on the Education and Health Care Plan, there is a need for someone with enthusiasm, vision and excellent organisational skills to manage the High Needs Funding Applications across all Departments including ILS. Experience within the field of Learning Difficulties and Disabilities essential.

#### **Role requirements;**

- Manage High Needs Funding Applications across all Departments including ILS
- Manage Educational, Health and Care Plan process
- Ensure HNF numbers are accurately recorded and feedback to Faculty and Finance Director
- Represent the College at Local Authority Panels to assist with panel decisions
- Organise and when required carry out offsite assessments on potential students in accordance with EHCP guidance
- Ensure EHCP paperwork is completed to required standard
- Deliver training on EHCP across the College

**Closing Date: Monday 18<sup>th</sup> December**

**Interview Date: Wednesday 3<sup>rd</sup> January**

## Job Description

### **SUMMARY OF POST**

- Manage High Needs Funding Applications across all Departments including ILS
- Manage Educational, Health and Care Plan process
- Ensure HNF numbers are accurately recorded and feedback to Faculty and Finance Director
- Represent the College at Local Authority Panels to assist with panel decisions
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### **KEY RESPONSIBILITIES**

- Responsible for HNF applications for 200+ students across all departments
- Arrange, coordinate and report on all EHCP Reviews
- Liaise with Departments and complete initial assessments on new students and respond within the 14 days set by EHCP guidance
- Liaise with all departments to effectively plan HNF numbers going forward
- Attend fortnightly Local Multi Agency Group meetings in line with EHCP guidance
- Attend school planning meetings across Hertfordshire and surrounding Boroughs
- Attend fortnightly HNF Panels to assist with decision making
- Ensure representation by the College at Living Live events at local Schools
- Complete assessments on students currently based out of county
- Work with Local Authorities to ensure transparency
- Complete HNF Schedule's in accordance with funding regulations
- Deliver training sessions on EHCP Process and what it means to Oaklands College Staff and Students
- Create innovative ideas for development of the internal EHCP process
- Assist in the provision of information as required to Senior Management, Governors and other staff, including all report generation relating to compliance and audit activities.
- To manage own workload, setting priorities and acting in a pro-active manner to move the Management Information Service towards excellent customer service

*Be aware of and follow College policies and procedures, with particular attention to health and safety, safeguarding, risk management, equality and diversity, quality and our values and behaviours. You will be required to attend training as necessary.*

## **CRITERIA**

### **RECRUITMENT**

- Level 5 Diploma in Teaching / Working Towards
- Level 2 English, Mathematics and ICT
- Experience of working in an FE environment
- Knowledge of EHCP Process
- Knowledge and Understanding of HNF Process
- Experience in dealing with administrative quality assurance processes and complying with audit requirements.

### **PERSON SPECIFICATION**

- Self-motivated with the ability to prioritise own workload, balancing demands and priorities
- Ability to work flexibly to meet changing needs and work effectively as a team member
- Commitment to own learning and performance
- Demonstrable well-developed interpersonal skills and ability to communicate effectively and appropriately with people from a wide range of backgrounds in a caring and professional manner.
- Able to liaise effectively with staff at all levels
- Able to relate well and motivate others
- Able to work flexibly to meet changing needs
- Able to inspire trust, loyalty and effective performance from team members

### **SKILLS AND EXPERIENCE**

- Good personal IT skills with the ability to use a range of standard software packages such as Microsoft Excel and the ability to put in place robust formulae to ensure data accuracy and reduce potential financial risks.
- Good interpersonal skills and the ability to establish effective working relationships
- Ability to provide courteous and effective customer service
- Effective communication and presentation skills to enable generation of written reports and do data analysis to be understood by a range of audiences
- Ability to write detailed responses to EHCP consultations, within the timeframe stated.
- Understanding of the legal requirements outlined within the code of practice and implications placed upon Colleges. This will include, Consultations, Annual Reviews and attending Local Authority meetings as directed by the Head of Department

*In consultation with the postholder it is liable to variation by the Principal to reflect or anticipate changes, in, or to, the post and the organisation. The job description gives an overview of the main responsibilities of the role. The daily job will also involve any other duties and responsibilities, express and implied, which arise from the nature and character of the post*