**CITY OF BRISTOL COLLEGE**

**JOB DESCRIPTION**

**TEAM: Additional Learning Support JOB REF: 00034**

**JOB TITLE: EHCP/Annual Review Administrative Assistant**

**SALARY: £18,354 - £20,055 (Grade 5)**

**JOB PURPOSE**

To compile a schedule of Annual Reviews and Transition reviews for college students with an Education, Health and Care Plan (EHCP), and prepare and process paperwork for the review meetings.

To work closely with Additional Learning Support teams to update and maintain accurate records.

To file and return all completed paperwork.

**PRINCIPAL ACCOUNTABILITIES**

**Coordinate and carry out all administration procedures with regard to EHCP Annual reviews, including but not limited to;**

* Compiling schedule of Annual Reviews and Transitional reviews to meet statutory deadlines.
* Typing and distribution of Annual Review and Transitional review invitation letters.
* Producing letters to accompany Annual review and Transitional Review reports.
* Collate reports, copy and distribute relevant paperwork.
* Assist the Additional Learning Support team to liaise with teaching staff and other professionals to prepare Annual review and Transitional Review reports and other paperwork as necessary.
* Liaise with Local Authority personnel as required.

**ADMINISTRATIVE DUTIES**

* To undertake varied administrative tasks as a member of the Additional Learning Support team, including taking minutes of meetings, data input and collation, amending directories and records, ordering resources, organising training and transition events.
* Arrange room bookings, ensuring that meeting rooms are set up and maintained, arranging the provision of refreshments where required.
* To maintain telephone communication both in and out of the office, ensuring that messages are processed and other enquiries are dealt with in the appropriate manner.
* To monitor the Learning Support email account, processing incoming and outgoing mail in an efficient manner.
* To communicate effectively in a professional manner by email and over the telephone, internally and externally.
* To provide other administrative support as directed by the line manager.
* Be aware of and comply with policies and procedures relating to child protection, equal opportunities, behaviour for learning, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person.
* Contribute to the overall ethos/work/aims of the college and the team
* To be flexible and work according to needs, which may involve assisting other areas which are commensurate with the grading of the post.
* Tracking and logging of EHCPs.
* Upload EHCP documentation using college based IT systems.
* Collate and populate EHCP paperwork under the direction of the Additional Learning Support Team including EHCP review preparation e.g. outcomes and contributions.
* To schedule EHCP reviews in line with statutory time frames and notify all key internal & external parties including outlook calendar appointments.

**TEAM WORKING AND COLLABORATION**

* Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
* To support the effective running of the additional support service by ensuring the policies and procedures are understood and followed

**HOURS OF WORK:**

This post will be 37 hours a week, Monday – Friday.

**OTHER RESPONSIBILITIES**

* Promote and safeguard the welfare of children, young persons and other vulnerable people for whom you are responsible and whom you come into contact with.
* Be responsible for your own safety and not to endanger that of colleagues/visitors to the workplace.
* Reflect critically on own professional practice used and how your own performance can be improved.
* Discuss annually at your performance review interview how your performance can be improved and where appropriate agree what actions can be taken for further improvement.
* Act responsibly in using resources and contribute to, and comply with, efforts and initiatives to reduce carbon emissions.
* Undertake such other duties as may reasonably be required of you commensurate with your general level of responsibility at your initial place of work or at another of the College’s sites.
* To adhere to the College staff Code of conduct
* Ensure personal conduct complies with the requirements of the financial regulations and strive to ensure that the college receives best value in all activities.
* Work towards and support the College’s vision and the objectives.
* Undertake ad hoc projects, as directed and contribute to cross-college working groups.
* Work innovatively and creatively to achieve objectives and deliver an outstanding quality customer service.

**GENERAL**

You may be required to work on either a temporary or an indefinite basis at any premises, within reasonable daily travelling, which the College currently has or may subsequently acquire or at any premises at which it may from time to time provide services.

You will be / you will attend training in order to become a confident user of Pro Solution and Pro Monitor, the college’s systems for managing student information and tracking progress.

You will need to have a good working knowledge of SEND reforms and the 2015 Code of Practice. You will complete NASEN SEND online training.

This is a non-contractual document. It is possible that from time to time your job description may be reviewed and updated to ensure it is still relevant to the role you perform or to add any proposed changes. If this occurs the appropriate line manager, in consultation with you, will discuss the details before any changes are made. You will then be issued with an updated version of your job description.

**CITY OF BRISTOL COLLEGE**

**PERSON SPECIFICATION**

**AREA: Additional Learning Support**

**JOB TITLE: EHCP/Annual Review Administrative Assistant**

**POST REF: 00034**

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| ASSESSMENT CRITERIA | ESSENTIAL | DESIRABLE |
| QUALIFICATIONS | GCSE at levels A - C including Maths and English or equivalent. | Educated to level 3 or equivalent.  Degree or equivalent level qualification  A recognised academic qualification or other professional qualification relevant to the role. |
| WORK-RELATED EXPERIENCE AND TRAINING | Experience of working in an administrative role.  Experience of using computerised systems.  Experience of working in a busy office environment.  Ability to prioritise and manage workload.  Ability to use Microsoft Office Software, email and internet. | Knowledge of FE or HE sector  Experience of Minute taking  Diary management  Experience of working with people with Additional Support Needs e.g. disability, learning difficulties, mental health.  A good understanding of, and commitment to, Safeguarding, health and safety, data protection and equal opportunities. |
| OTHER RELEVANT EXPERIENCE | Ability to demonstrate strong organisational and administration skills. |  |
| SPECIALIST KNOWLEDGE | An understanding and commitment to equality and diversity. | Understanding of Educational Health & Care Plans (EHCP).  Understanding of SEND code of practice.  Understanding of Safeguarding and Prevent agendas |
| SKILLS | Good analytical skills.  Excellent verbal and written communication skills.  Extremely strong IT skills, familiar with Microsoft Office applications.  Enthusiasm, motivation and flexibility.  Ability to manage and prioritise deadlines.  Ability to communicate effectively with young people, parents/carers and professional partners.  Ability to problem solve, make decisions and stay calm at busy times.  Excellent keyboard and IT skills.  Ability to collate & analyse data effectively & accurately.  Excellent organisational skills, attention to detail and has high standards. |  |
| PERSONAL SKILLS | Highly organised and able to prioritise and meet deadlines in a busy working environment with possible conflicting priorities.  Able to work in a team.  Effective customer service skills.  Excellent interpersonal skills.  Ability to successfully demonstrate a proactive approach to work.  Understanding of the importance of confidentiality and diplomacy at all times.  Well presented with a welcoming, friendly manner.  Ability to work flexibly to meet the needs of the service.  Ability to work under pressure to extract key information and exercise diplomacy and professionalism at all times | A desire to assist young people who have learning difficulties and/or disabilities to access education and training. |
| SPECIAL WORKING CONDITIONS | This job entails travel throughout the Bristol and South Gloucestershire area. Some college sites are poorly serviced by public transport, therefore in order to carry out the work in a timely and efficient fashion you are required to have access to a motor vehicle and possess a valid driving licence.  You should be flexible and be able to work with a minimum of supervision.  A standard 37 hours a week is in operation but at times during the year this may need to be exceeded, time off later will be allowed. |  |