

## **Westminster Kingsway College**

### **Job Responsibility Outline:**

**Title:** EHCP Lead

#### **Purpose of the Job:**

The post holder will be primarily responsible for overseeing EHCPs and ensuring that WKC meets its statutory obligations under the Children and Families Act 2015  
Healthcare & Foundation Learning

#### **Reporting To:**

Head of LLDD, and through them the Head of Faculty Healthcare & Foundation Learning

### **Main Tasks**

*Summary: -*

The postholder will be expected to undertake any of the duties set out below, although he or she would normally concentrate on a particular area. However, in order to ensure a range of experience for the benefit of postholder and the College, duties may be rotated from time to time.

1. Develop partnership working with Local Authorities, Voluntary Organisations, Employers and other Third Sector organisation to ensure that Preparation for Adulthood outcomes are met for young people age 19-25.
- 2 To take responsibility for managing the arrangements for Post 16 and Post 22-5 transition for students with Education, Health and Care plans.
3. Develop an effective relationship with parents in order to alleviate anxiety and develop positive solutions to ensure young people's needs are met.
4. To co-ordinate all Education, Health and Care Plan annual reviews and ensure paperwork is returned in a timely manner..
5. Develop and implement processes and systems on completing Local Authority requests for Section B, EHCP consultations, provision and placement requests.
6. Liaise with lead SEN officers in other Local Authorities.
7. To support the Head of SEN Department in the preparation of evidence for any Local Authority SEN Tribunal cases.
8. Attend Camden's SENDCO forum where relevant.
9. To take responsibility for developing and updating WKC's Local Offer.

*The post holder will also be expected to:*

- 1 demonstrate model behaviours that, at all times, are consistent with an open, inclusive and participative style;
- 2 be proactive in identifying and pursuing opportunities that are appropriate to maintaining his/her continued professional development;
- 3 demonstrate a commitment to the development and practice of equal opportunities in every aspect of the life of the College;
- 4 abide by the College's data protection policy;
- 5 actively participate in the appraisal scheme;
- 6 participate in the implementation of and compliance with the provisions of legislation and good practice relating to health and safety;
- 7 carry out work in a manner and framework that is consistent with the College's requirement to safeguard children and vulnerable people;
- 8 work within the College values.

The scope of this profile reflects the needs of the College at the present time: it is not intended to be a fully inclusive or exhaustive list. The post holder will therefore be expected to work flexibly and to undertake such other duties as may from time to time be reasonably allocated by the line manager. The profile will be subject to continuous review as the needs and requirements of the College change over time.

## Person Specification: EHCP Lead

| <b>Area to be assessed</b>      | <b>Essential</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Desirable</b> | <b>How this will be assessed</b> |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----------------------------------|
| <i>Qualifications</i>           | <ul style="list-style-type: none"> <li>• A record of continuous professional development.</li> <li>• Degree or equivalent</li> </ul>                                                                                                                                                                                                                                                                                                                                                                         | .                | AF                               |
| <i>Professional development</i> | <ul style="list-style-type: none"> <li>• A willingness to engage in further professional development.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                             |                  | AF, I                            |
| <i>Knowledge</i>                | <ul style="list-style-type: none"> <li>• Knowledge of the Children and Families Act 2015 and the statutory obligations for EHCPs</li> <li>• Knowledge of how EHCPs work and the funding methodology</li> <li>• Understanding the needs of young people with SEN</li> <li>• Understanding of the Local Offer</li> </ul>                                                                                                                                                                                       |                  | AF, I                            |
| <i>Experience</i>               | <ul style="list-style-type: none"> <li>• Experience of working with learners with SEN</li> <li>• Experience of implementing processes and systems on completing Local Authority requests for Section B, EHCP consultations, provision and placement requests.</li> <li>• Experience of preparation of evidence for any Local Authority SEN Tribunal cases.</li> <li>• Experience of managing arrangements for Post 16 and Post 22-5 transition for students with Education, Health and Care plans</li> </ul> |                  | AF, I, T                         |
| <i>Skills and Qualities</i>     | <ul style="list-style-type: none"> <li>• An understanding of the challenges facing young people with SEN in an inner city setting</li> <li>• Excellent written and oral communication skills.</li> <li>• Excellent administrative and IT skillsThe ability to plan and monitor one's own workload, to ensure that deadlines are met.</li> <li>• Ability to work effectively as a team member and on own initiative.</li> </ul>                                                                               |                  | AF, I                            |

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|  | <ul style="list-style-type: none"><li>• Good organisational skills and high attention to detail.</li><li>• A flexible approach to working.</li><li>• Ability to liaise with external agencies, parents and carers</li></ul> |  |  |
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