

JOB DESCRIPTION

EHCP & TRANSITION OFFICER

Job Title	EHCP & Transition Officer
Responsible to	Executive Head Teacher and School Business Manager
Key Internal Contacts	Other staff within the education team Staff in other departments within the school Staff in other Services Regional Office Staff
Key External Contacts	Learner relatives, advocates and others Placing Authorities and Service Providers Registration, Regulatory and Inspection bodies Local Services – Statutory, Voluntary and Community Neighbours

JOB PURPOSE

The role of the EHCP & Transition Officer will be to organise and manage the annual review of Education Health and Care Plans for all secondary students. The EHCP & Transition Officer will work closely with the Education and Admin team to ensure that school is fulfilling its statutory responsibilities in line with the SEN Code of Practice 2014.

This role will require continuous liaison with key staff within the school, learning providers and multi-agencies to ensure students are receiving maximum support to reach their outcomes.

KEY TASK AREAS AND RESPONSIBILITIES

- Required to play an active role in supporting the application of EHCPs in the school environment
- Liaise with key staff members to ensure provision is compliant with the SEN Code of Practice 2014
- To act as a liaison for the families and advocate for the students by attending Annual Review Meetings
- Responsible for the oversight of careers advice/guidance and work related learning in line with our Skills for Life curriculum
- Working with the administrative team to ensure that day to day quality assurance is maintained to standard and reporting to management on developing processes.
- Provide administrative support to the management team, teachers and non-teaching staff.
- Work closely with the Examinations Officer to cross reference, assist with coordinating examination and assessment processes in relations to post transition.
- Create reports and statistics for internal and external use, using the schools information systems and assisting with developing or improving systems.
- To provide intensive support for young people aged 14-19 by working with them individually and in groups, in a variety of locations including community settings, schools and learning providers to prepare them for their next phase of education/training/employment.
- To work with the clinical team to assess the educational needs of young people in their final transition year, so that appropriate levels of support can be planned and implemented within agreed time-scales.
- To review arrangements where required and to complete an integrated assessment for each young person

requiring support, using agreed models.

- To liaise closely with staff, pupils, parents and other agencies to identify those young people in need of transition support.
- To work closely with the school ensuring that young people and their parents/carers can access high quality information, advice and guidance on all aspects of education, training, employment, vocational choice and citizenship issues.
- To engage with key agencies providing a range of specialist support services, acting as the single point of contact.
- Prepare young people for their contact with specialist support agencies and employment opportunity providers.
- Provide consistent and sustained support where appropriate, utilising a range of information resources with and on behalf of young people via a range of media.
- Coordinate career guidance events within the school by establishing links with external providers and employment/apprenticeship opportunities.
- To work with key members of the leadership team to develop the Skills for Life Curriculum (Post 16).
- Actively participate in the performance management and development process to meet agreed quality standards.
- To ensure that Child Protection/Safeguarding requirements are complied with and where appropriate reported in accordance with school policy and Keeping Children Safe in Education.
- Participate in the development of the school by contributing to working groups, reviewing and revising policies and procedures, attending staff meetings and training events.
- At all times carry out duties with due regard to the pupil and staff Care, Equal Opportunities and Best Value.
- To agree personal work objectives with your line manager and to regularly review progress towards achievement.
- Any other duties commensurate to the post as required.

General

- Ensure that the service operates to agreed budgets and contribute to keeping within these budgets as instructed
- Exercise vigilance in respect of Health and Safety and promptly report all hazards and/or remedying them where appropriate. Undertake all duties in a manner calculated to minimise or avoid unnecessary risks, personally or to others.
- Report issues and/or incidents relating to staff and Service Users that have arisen in the day promptly to the relevant Line Manager or appropriate person
- Operate at all times in accordance with Company policies and procedures, with particular reference to Safeguarding, Child Protection, Whistleblowing, Complaints and Representations and Behaviour Policies
- Participate in training and take responsibility for personal development
- Participate in team meetings, supervisions and annual reviews in accordance with Company policy and the standards set by the Regulatory Body
- Work to promote the school as a valued, professional asset within its community and conduct themselves at all times in a manner that reinforces this image

- Ensure that all actions are in the interests of the students and the Company.
- To work to and exhibit the values of the Company and maintain standards of behaviour in accordance with Company policies, procedures and practices
- To carry out any other reasonable and relevant duties as required

PERSON SPECIFICATION EHCP & TRANSITION OFFICER

	Essential	Desirable
Experience		
Understanding and experience in administration of Education Health & Care Plans	√	
Experience in careers advice & guidance, youth & community work, social work, teaching, education welfare.		√
A strong knowledge and ability of working directly with young people individually and in groups in a variety of settings.	√	
Knowledge and understanding of the range of opportunities and services available for young people	√	
Good understanding of local and national career initiatives i.e apprenticeship schemes/employability programs.	√	
Skills, Knowledge and Aptitudes		
Good Communication skills	√	
Ability to competently use Microsoft Office packages, predominantly Word, Excel, Office	√	
Ability to problem solve, innovate, plan, organise, overcome barriers and implement solutions effectively.	√	
Ability to plan and manage own work load, achieve agreed targets and objectives, and evaluate outcomes.	√	
Clear understanding of equalities issues in service delivery and commitment to implementing Equalities and Equal Opportunities.	√	
Ability to research, summarise and present information effectively in writing.	√	
Be able to travel to and from locations within the area of operations.	√	
Determination to achieve high standards.	√	
Have the ability to work as a member of an effective team.	√	
Knowledge and understanding of the barriers affecting young people with a diagnosis of ASD and additional needs	√	
A commitment to observe and adhere to the Outcomes First Group policy of confidentiality.	√	
To attend training as appropriate.	√	

Qualifications and Training

A good standard of general education (GCSE's A* - C specifically in English and Maths) or a recognised qualification at NVQ 2/3 or equivalent.

√

Specific Qualification relating to SEN
i.e. NASEN Casework Award and or Career Guidance Qualification

√

Other

Commitment to the values of the organisation

√

Driving licence

√