



Role: EHCP Coordinator

Location: Full time, Remote

Salary: £30,000 - £35,000

Job Overview

We have an exciting new opportunity for an EHCP Coordinator to play a key role in our Admissions and SEN department at Minerva's Virtual Academy (MVA). To support the academy in the timely and effective assessment of children and young people with special educational needs and disabilities within a specified timeline. MVA is a unique online Independent School for pupils aged 11 to 18, pioneered by the UK's leading provider of Home-school and tutoring services. We are in an exciting stage of development and are seeking a bright and enthusiastic EHCP Coordinator to guide prospective parents and pupils through the admissions process and beyond.

The work environment is fun and far away from the usual stuffy schools and academic industry. It is an exciting time to join a team that work 100% remotely and this is an incredible opportunity for the right candidate. Reporting to and working closely with the Deputy Headteacher in charge of Pastoral care as well as the SENCo and head of admissions, you will be responsible for dealing with all complex SEND enquires and EHCP communications from prospective parents, from initial enquiry through to pupil enrolment, whilst maintaining a positive relationship with families throughout their time at the school.

Responsibilities

- First point of contact for new parents and prospective client enquiries for those who have children with EHCPs and SEND, including local authorities, schools, and Academies
- Meet with (virtually) prospective families and provide all information about the School and the admission process to prospective clients
- Meet with (virtually) local authorities, schools, and Academies relevant to the EHCP
- Work closely with prospective pupils and parents to understand their individual needs, and identify appropriate provisions within the EHCP documentation
- Manage complex EHCP casework and liaise with families and key agencies to ensure the best provision and outcomes
- Effectively communicate the ethos and values of the school
- To be responsible for the admission of students with Education, Health & Care Plans.
- Managing the end-to-end administration of individual applications from enquiry to tracking outcomes and attending annual review meetings.
- To analyse information received from families, local authorities, and external agencies and make recommendations as to the academy's ability to meet the needs of individual students.
- To assist in providing progress data and other information to help finalise EHCP drafts and update EHCPs following the annual review process.
- Keep all documentation/records up-to-date and in order

- Ensure the School's Admissions CRM system iSAMS is kept up to date and accurate
- Understand the school's virtual learning platform and online teaching ethos and be able to communicate effectively the USPs of the school and address parents' queries or concerns
- Maintain an ongoing positive relationship with families once they have enrolled, tracking their positive experiences with the Marketing team
- Be able to answer all questions and concerns
- To build, maintain and strengthen relationships to maximise the number of enquiries generated
- Be able to explain the School's fee structure as well as additional SEN provisions relevant to the EHCP
- Understand the School's policies and procedures
- To contribute towards the regular monitoring of SEND provision and evaluation of students' progress against specified criteria and to assist with the development of systems to monitor and record the progress and outcomes.
- To assist with providing support and information for OFSTED relating to SEND provision.

Requirements

- Confident and skilled in SEN EHCP casework with an excellent understanding of the SEND Code of Practice and relevant Legislation.
- An understanding of admissions processes and policies within education, with knowledge of EOTAS, commissioned school places, and dual enrollment.
- Experience in dealing with complex EHCP casework and liaising with families and key agencies to ensure the best provision and outcomes for young people.
- Excellent Knowledge of different special educational needs and disabilities and their impact on learning and development.
- Exceptional communication and interpersonal skills to engage effectively with parents/carers, professionals, and agencies involved in the EHCP process.
- Ability to build positive relationships, facilitate meetings, and maintain open lines of communication.
- Strong negotiation and advocacy skills to represent the best interests of children and young people with SEND.
- Strong organisational skills to manage multiple EHCP cases and SEND enquiries, coordinate assessments, reviews, and meetings, and maintain accurate records and documentation.
- Attention to detail in ensuring compliance with statutory requirements, timelines, and administrative processes.
- Ability to prioritise tasks, meet deadlines, and work efficiently in a demanding environment.
- Collaboration skills to work effectively with educational professionals, such as teachers, Special Educational Needs Coordinators (SENCOs), and support staff.
- Strong analytical and problem-solving skills to identify the specific needs and requirements of children and young people with SEND.
- Capacity to address challenges and conflicts that may arise during the EHCP process and when working with stakeholders.
- Exceptional administration, time management, and organisational skills
- A high commitment to customer service as well as a flexible and multi-skilled approach
- Comprehensive understanding of pastoral care issues and support measures and a good understanding of safeguarding, well-being, equality, and diversity issues.
- Understanding of and empathy with issues faced by students and their families.

Person Specification

Education and Qualifications	<p>A good first-degree or equivalent Qualified Teacher Status Evidence of continuing professional development Relevant SEN qualifications such as SENCO or specific EHCP training.</p>
Experience	<p>Experience working with stakeholders in the pre-EHCP application stage or with an EHCP in place. This role would suit someone who has worked in a local authority SEN team or school environment and is used to liaising with all stakeholders to ensure the best outcome for the child with multi-skilled experience in statutory provision and SEN.</p>
Knowledge	<p>An in-depth knowledge of the statutory framework for children with Special Educational Needs. For example, highlighting training and professional development where this knowledge has been acquired, as well as examples of how you have used this knowledge in existing employment.</p>
Empathy and Understanding	<p>A key quality is an ability to empathise with the challenges faced by students and their families. This could be demonstrated through past experiences where the individual has shown empathy, understanding, and support towards individuals with special educational needs and their families. For example, highlighting experiences of working directly with individuals with complex EHCPs.</p>
Excellent Communication Skills	<p>Effective communication, both verbal and written, is essential for engaging with parents, professionals, and agencies involved in the EHCP process. This could be demonstrated through examples of clear and concise communication in previous roles, such as conducting successful virtual meetings, drafting comprehensive reports, or explaining complex information in an understandable manner.</p>
Organisational and Administrative Skills	<p>Strong organisational skills are needed to manage multiple SEN and EHCP cases, coordinate assessments, and maintain accurate records. Demonstrating previous experience in managing complex caseloads, meeting deadlines, and maintaining meticulous records would showcase this quality. Examples could include descriptions of how the individual managed competing priorities effectively, implemented efficient administrative processes, or maintained meticulous documentation in previous roles.</p>
Collaboration and Teamwork	<p>The ability to work collaboratively with educational professionals, families, and external agencies is essential.</p>

	Demonstrating past experiences of successful collaboration and teamwork would highlight this quality. This could include examples of working effectively in multidisciplinary teams, facilitating productive meetings, or resolving conflicts and challenges collaboratively.
Problem-Solving Skills	Strong analytical and problem-solving skills are necessary for identifying the specific needs of students with SEND and finding appropriate solutions. Demonstrating past experiences of successfully identifying and addressing challenges in the EHCP process or finding innovative solutions to meet individual needs would showcase this quality. Examples could include descriptions of how the individual approached complex EHCP cases, identified barriers to provision, and implemented effective solutions.
Customer Service Orientation	A high commitment to customer service is crucial for building positive relationships with families and providing support throughout the EHCP process. Demonstrating past experiences of delivering excellent customer service, addressing inquiries and concerns promptly, and ensuring a positive experience for clients would illustrate this quality. Examples could include descriptions of how the individual prioritised client needs, went above and beyond to provide support, or received positive feedback from clients in previous roles.

Overall, candidates for this role should demonstrate a combination of empathy, communication skills, organizational abilities, collaboration, problem-solving skills, and customer service orientation through their past experiences and achievements. Providing concrete examples of these qualities in action through previous roles, projects, or volunteer experiences would strengthen their candidacy for the position.