



BARNET AND SOUTHGATE COLLEGE PROPOSED JOB DESCRIPTION

JOB TITLE: EHCP Advisor

POST REFERENCE: EHCP-001

SALARY GRADE: Scale 6

HOURS: 36 hours per week, 38 weeks per year.

PRIMARY LOCATION: Will be expected to work across sites.

Responsible to: EHCP Lead

PURPOSE OF POST:

To conduct EHCP consultation for Mainstream and Specialist Learning Support Provision
To interview all EHCP students
To prepare support plans
To populate college systems with support information

Main Duties:

1. To be an active member of the Student Services Team
2. To participate in the consultation, Learning Support interviews and Supported Learning interviews, risk assessments and review process for students with declared learning barriers and EHCP plans.
3. To participate in the planning and the delivery of quality support services which cater for a range of EHCP learner outcomes and co-ordinate the completion of risk assessments.
4. To participate in the monitoring of interventions for students at risk.
5. To comply with SEND Code of Practice and its application to students across all college sites.
6. Oversee and monitor the completion of learning support funding claims timely in line with appropriate funding agency guidance and work in partnership with external partnerships, i.e. Local Authorities, schools and other specialist provisions to plan costings for Learning Support.

7. To participate in timely completion of EHCP consultations in liaison with curriculum departments, feeder schools, local authorities SEND departments and other stakeholders.
8. Monitor and evidence student progress made towards objectives and targets for students with SEND and High Needs.
9. Establish and develop effective working relationships with internal and external partners such as CAMHS, LEAs, Educational Psychology Services to meet the wider college's commitments for students with SEND and high needs.
10. Contribute to the gathering of evidence and evaluation of feedback to measure the impact and effectiveness of the provision for students as part of the colleges quality review process and the service's strategic plan.
11. Manage student caseloads effectively which includes liaison with parents, external stakeholders and college staff to ensure student needs are met.
12. Contribute to the auditing of student support claims, learning support funding and the support delivered to meet the outcomes for students
13. Contribute to students assessment and support needs from application, interview, enrolment and on their study programme.
14. Provide qualitative and quantitative reports in a timely and appropriate manner to meet Ofsted, Matrix and other inspections.
15. Work in accordance with relevant legal and ethical requirements e.g., keeping Children safe in Education, Working Together to Safeguarding Children, Mental Health Act, NICE guidelines, Equality Act, Health and Safety at Work Act and appropriate codes of professional conduct and practice (e.g. college staff code of conduct etc.)
16. Keep and collate accurate records on all students in accordance with GDPR legislation and ensure college systems are updated timely and accurately to reflect support provided
17. To participate in College wide activities as required e.g. open days, enrolment etc

General duties and responsibilities:

1. To provide a helpful, professional and flexible service to internal or external customers of the department or the College.
2. To act in accordance with College values and positively represent Barnet and Southgate College in all aspects of your work.
3. To operate in accordance with the College's policies and procedures.
4. To act in a safe manner which safeguards the health and safety of yourself and others.
5. To be aware of equality and diversity, the needs of customers and learners and demonstrate these principles in all aspects of your work.
6. To be familiar with and comply with the College's safeguarding requirements which protect the welfare of children and vulnerable adults.
7. To participate in and take responsibility for your own learning and development
8. To provide cover or support for other members of your team and undertake any other duties required by your line manager appropriate to your position within the organisation. This includes attending other Barnet and Southgate College campuses if required.

NOTE: Please be aware that the duties and responsibilities outlined above are not exhaustive, nor are they shown in the order of priority or frequency. They may be varied from time to time after consultation with the post holder. They do not form part of the post holder's contract of employment.

Person Specification

EHCP Adviser

CRITERIA	Essential	Method of Assessment A – Application Form I – Interview T – Activity P - Presentation
Qualifications	Relevant L3 qualification	A
	A-C in English & Maths	A
Experience	Proven experience in working with college systems such as Promonitor/EBS/databases and resolving issues with the systems	A/I/T
	Experience of interviewing student with EHCP support requirements	A/I
	Proven experience working and building relationships with a range of external agencies and stakeholders to improve the student experience	A/I/T
	Experience of the EHCP consultation process	A/I/
	Experience of completing risk assessments	A/I/T
	Experience of annual reviews	A/I
	Experience of audit in relation to SEND funding	A/I
	Proven experience of gathering and evaluating data to inform service development	A/I/T
	Recent experience of supporting staff to improve delivery to students	A/I/T A/I/T
Knowledge & Skills	Good understanding of the importance of delivering services to enhance and student centred approach to support	A/I/T
	Good understanding of the relevance of statistical data collection on the service for inspection and to meet college requirements	A/I

CRITERIA	Essential	Method of Assessment A – Application Form I – Interview T – Activity P - Presentation
Knowledge & Skills	Good understanding of the legislative and statutory guidance for Learning Support in FE setting	A/I
	Ability to form effective team working relationships internal and externally	A/I/T
	Ability to apply systems and processes to deliver required objectives	A/I
	Ability to empathise	A/I
	Knowledge and understanding of a range of learning barrier types and strategies of support	A/I/T
	IT literate with sound working knowledge of Microsoft Office packages specific to role	A/I/T
	quality kite marks and college external accreditation	A
	Effective written and verbal communication skills at all levels	A/I/T
	Ability to manage and prioritise workload to ensure deadlines are met	A
	Excellent IT skills including all aspects of digital technology	A/I
	Ability to problem solve in an effective manner thereby achieving results	A/I/T
	Clear understanding of the significance of equality of opportunity	A/I
	Excellent organisational skills	A/I/T
	Good knowledge and understanding of developments in Learner Support Funding	A/I/T

CRITERIA	Essential	Method of Assessment A – Application Form I – Interview T – Activity P - Presentation
Personal Attributes	Committed to own continuous professional development (please give information about your CPD during the past 2 years)	A
	To uphold and behave in accordance with the College's core values	A/I
	A professional and flexible approach to work with a commitment to work across campuses and late nights/Saturdays as required	A/I
	Demonstrate the willingness to travel and work at all College campuses as service requires	A/I
	Demonstrate the willingness to participate in cross college activities e.g. enrolment, open days as College requires	A/I
	High level of integrity, discretion and confidentiality	A/I/T