



Minerva Virtual Academy

Job Title: Assistant EHCP Coordinator

Hours: Full-time, term time with one day per week during school holidays (15 days)

Location: Remote

Line Manager: EHCP Coordinator

Team: Faculty/SEND Team

Salary: £25,000 - £27,000 (depending on experience)

Summary:

We are seeking an Assistant EHCP Coordinator to provide excellent administrative support to our EHCP Coordinator who oversees all students currently enrolled at MVA with Education, Health, and Care Plans (EHCPs). In this role, you'll work closely with the EHCP Coordinator as well as families, professionals, other schools and local authorities to ensure that each student's EHCP requirements are effectively tracked and managed. This role requires meticulous organisation, excellent communication skills and attention to detail to handle competing administrative priorities and meet deadlines to support the best outcomes for our students, including outside of term time.

The Assistant EHCP Coordinator will work alongside the EHCP Coordinator as the main point of contact for current EHCP students, their families, and associated authorities, supporting the end-to-end administration of EHCP requirements. This includes monitoring annual reviews, tracking EHCP outcomes, signposting parent queries and ensuring accurate documentation. Additionally, the role involves regular data analysis and ongoing communication with families and external agencies to support students' educational journeys.

Responsibilities

Annual Reviews – The Assistant EHCP Coordinator will be responsible for planning and coordinating all annual reviews including:

- Tracking all annual review dates across the school year.
- Organise annual review meetings including sending out invites to all relevant professionals, families and Local Authorities.
- Request and collate information from staff, families and other professionals, including schools and local authorities to form the annual review reports ahead of the meeting.
- Distribute relevant reports ahead of the annual review.
- Attend annual reviews and take minutes as directed by the EHCP Coordinator.

- Recording and saving all relevant data, notes, and documents into school systems.
- Complete any necessary follow-up paperwork and supporting actions from annual reviews.

General Admin

- Act as an initial contact for EHCP and EHCNA related queries, effectively managing the EHCP inbox, directing flow of emails to the appropriate person, answering queries, and signposting parents/carers to appropriate support pages and documents e.g. SENDIASS and IPSEA.
- Support the EHCP Coordinator in preparing documentation for EHCNA requests, ensuring contributions are tracked and completed within statutory deadlines.
- Provide assistance in tracking and monitoring EHCP interventions, outcomes, and annual review processes.
- Maintain accurate records in the EHCP tracker and other school systems, including the MiS
- Input key EHCP information into the MiS so it can be easily accessed by staff in relation to annual reviews and outcomes.
- Ensuring new student information is accurate and input into systems in a timely manner after enrolment.
- Work collaboratively with other departments within MVA, engaging with finance, admissions teams as needed to ensure joined-up approaches for EHCP processes.
- Work collaboratively with the Careers Lead to ensure EHCP learners receive statutory careers advice and support to feed into the annual review process

Requirements

- Experience of managing SEND and/or EHCP admin and/or casework.
- Strong communication and interpersonal skills, with the ability to build and maintain open lines of communication with families, local authorities, and agencies.
- Excellent organisational skills to manage high levels of EHCP admin.
- Ability to work collaboratively with other teams to gather information for annual reviews, EHCNAs and other SEND processes.
- Strong administrative skills including spreadsheets.
- Strong attention to detail, with a commitment to accurate and thorough record-keeping.
- Understanding of safeguarding, well-being, equality, and diversity issues, as well as pastoral care concerns.

- Demonstrate empathy and understanding of the unique challenges faced by students with SEND and their families.

Person Specification

Education and Qualifications	<ul style="list-style-type: none"> • A good first-degree or equivalent. • Evidence of CPD and willingness to undertake relevant training • Qualified Teacher Status (not essential) • Relevant SEN/EHCP qualifications and/or training (not essential)
Experience	<ul style="list-style-type: none"> • Working with stakeholders throughout the EHCNA/EHCP processes. <i>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</i> • Managing high levels of admin and data • Using an MiS (not essential)
Knowledge	<ul style="list-style-type: none"> • Good working knowledge of the statutory processes involved with EHCNAs, EHCPs and Annual Reviews
Empathy and Understanding	<ul style="list-style-type: none"> • Ability to engage with the complex challenges faced by students and their families navigating SEND processes
Excellent Communication Skills	<ul style="list-style-type: none"> • Effective verbal and written communication • Adapting communication to suit different audiences and stakeholders
Organisational and Administrative Skills	<ul style="list-style-type: none"> • manage multiple cases, coordinate assessments, and maintain accurate records
Collaboration and Teamwork	<ul style="list-style-type: none"> • work collaboratively with educational professionals, families, and external agencies is essential

	<ul style="list-style-type: none"> • ability to facilitate productive meetings, resolving conflicts and challenges collaboratively
Problem-Solving Skills	<ul style="list-style-type: none"> • Strong analytical and problem-solving skills, finding appropriate solutions to complex cases and/or situations
Customer Service Orientation	<ul style="list-style-type: none"> • A high commitment to customer service is crucial for building positive relationships with families

This role is ideal for someone who is passionate about making a positive impact on the lives of children and young people with SEND. If you have a strong background in EHCP casework, excellent organisational skills, and a commitment to supporting positive outcomes, we encourage you to apply.

Overall, candidates for this role should demonstrate a combination of empathy, communication skills, organisational 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.