**Role Profile**

**EHCP and Annual Review Manager**

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| **Role Summary:** | To lead on the EHCP and Annual Review process and to ensure strong and positive relationships with the SEND team at our Local Authorities. To work with the AHT SEND and Community to ensure provision and adjustments are incorporated into the curriculum and day-to-day school life. To play a key role in embedding integrated and multi-disciplinary working. To act as a senior member of staff, working in collaboration with members of the SLT on key areas of responsibility as outlined below. To support provision through advising teachers and through the delivery of intervention sessions for students. |
| **Site:** | Undershaw and Tower Road sites |
| **Annual Salary:** | MPS +TLR + SEN point |
| **Hours:** | Full time |
| **Terms:** | Permanent (6 months probationary period) |
| **Line Managing:** | AR Administrator |
| **Responsible to:** | Deputy Head Teacher Pastoral |

**Duties & Responsibilities**

* To work with the Senior Leadership Team to lead the strategic development of the school in the allocated areas of responsibility, embedding, maintaining and monitoring to ensure the highest standards
* Work between both the Arts and Media Centre and Undershaw main site to ensure even leadership coverage across the school and age ranges
* Lead and manage the team of staff connected specifically to the areas of responsibility above, as well as leading the promotion and maintenance of standards across the full staff and student body
* Attend meetings as required, including giving the Headteacher briefings on SEND, and attending Senior Leadership Team meetings and Strategy sessions.
* Be responsible for assessing impact or quality of provision regularly in line with the school monitoring systems and producing reports for the areas of responsibility
* Contribute to these areas of the School Development Plan
* Be responsible for reporting to stakeholders such as Trustees, SLT, Local Authorities and parents. Be responsible for keeping up to date on all latest legislation and training, updating staff accordingly
* Be responsible for updating school policies and ensuring that they reflect latest legislation and guidance
* Attend meetings as required, including the Senior Leadership Team meetings when invited.
* Advise strategic decision making as appropriate.
* Plan and manage change in accordance with the school development/strategic plan
* Lead the Annual Review process.

**SEND Responsibilities**

* To ensure that the school operates within the SEND Code of Practice and any related and updated guidance and that staff receive the relative information, training and updates.
* Liaise with the relevant Designated Teacher where a looked after pupil has SEND.
* Liaise and build links with other schools, educational psychologists, health and social care professionals, and independent or voluntary bodies.
* Be a key point of contact with external agencies, especially the Local Authority and its support services.
* Liaise with potential next providers of education to ensure a pupil and their parents are informed about options and a smooth transition is planned.
* Work with the Headteacher and school governors to ensure that the school meets its responsibilities under the Equality Act (2010) with regard to reasonable adjustments and access arrangements.
* Ensure that the school keeps the records of all pupils with SEND up-to-date.
* Ensure all Annual Reviews are held and are timely and that all associated paperwork is completed.
* Lead the chairing of the Annual Reviews and allocate to key staff as appropriate.
* Line manage the SEN/Annual Review Administrator and ensure record keeping is compliant.
* Ensure timely communication with parents following an annual review meeting.
* Develop partnership working with the Local Authority, other SENCOs and professional networks as well as other SEND and mainstream schools
* Develop partnership working and connections in the local area.
* To support /visit families and students in the home, if needed.
* Be responsible for keeping up-to-date on all latest SEND legislation and guidance.
* Identify membership of groups and sources of SEND advice and partnership which support the delivery of the SEND provision
* Prepare SEND related reports and data for Inspections and Audits and prepare regular data and reports for the Governors.
* Ensure pupil files and online systems are up to date with reports and SEND documentation
* To advise, support and coach staff with regards to classroom based provision.
* To plan and deliver small group intervention as appropriate.

**EHCP Responsibilities**

* Liaise with external agencies to ensure that each students EHCP is up to date
* To oversee the creation of EHCP snap shots for each student and support pastoral staff to update these snapshots as needed
* To ensure regular tracking of progress against EHCP targets.
* Collaborate with the Head of Therapy on ensuring the correct provision is funded and provided to students.
* To work with the Head of Therapy to ensure that therapy requirements in EHCPs are delivered.
* To quality assure provision against EHCP by supporting staff in developing appropriate strategies for example.
* Contribute to INSET for start of year and in-year joiners ensuring the necessary staff understand pupils’ needs and are well briefed.
* To attend TAF and CiN meetings as needed.
* To lead training for all staff on using the EHCP in liaison with the AHT SEND and Community

**Safeguarding**

* Set the highest standard of example in terms of safeguarding and professional behaviours in line with the most up to date guidance, including KCSIE and WTTSC and supporting with embedding these within the culture of the school
* Ensure that any safeguarding concerns are raised in line with national guidance and school policies.
* Ensure that those who are missing school are able to fully access learning from home and that their SEND needs are met when working remotely.
* Comply with safeguarding policies, procedures and code of conduct
* Engage in safeguarding training when required

**Transition**

* Support the transition of students and related paperwork as they join/leave the school.
* To take responsibility for designing appropriate transition plans for new students to the school
* Ensure that target setting in relation to EHCPs is shared and monitored and staff are confident in this.
* Ensure that information relating to SEND is shared with staff, parents and students ensuring that it is easily accessible and any updates are shared in a timely manner through EHCP snapshots for example.
* Contribute to outreach, transition and training initiatives both internally and externally.
* Ensure that parents are given the quality of feedback, updates and SEND information required following an Annual Review meeting.
* Ensure that Form Teams are given the feedback, updates and SEND information required when a new student joins.
* To work collaboratively with the AHT SEND and Community to ensure that the staff team are fully prepared for the arrival of a new student.

**Line Management**

* Conduct PDR meetings and appraisals
* Line manage a team of staff
* Promote an integrated way of working ensuring that all teams and support networks collaborate and take a multi-disciplinary approach to supporting the students.

**Note:** this job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

**Signature of Post Holder:**  **Date:**

**Signature of Headteacher: Date:**

**EHCP and Annual Review Manager**

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|  | Essential | Desirable |
| **Education and Experience** | * Relevant degree level qualification and /or QTS * Experience of working in a SEND environment. * Leadership qualification or relevant experience. * Evidence of recent and relevant CPD | * Have, be taking or be willing to take the National Award in Special Educational Needs Co-ordination. |
| **Knowledge, abilities, skills and experience** | * Evidence of outstanding safeguarding practice. * Evidence of a professional record as an outstanding and impactful SEND professional in an educational setting. * Evidence of the ability to form productive and professional relationships with a range of children and colleagues and build strong working relationships with parents. * Evidence of excellent professional standards and communication skills internally and externally, including multi-agency working and meetings. * Evidence of a well-developed understanding of SEND which matches our Local Offer (mild to moderate learning disabilities and ASD – high functioning) which has resulted in evidenced improved outcomes for students. * Evidence of playing a key role in the development and implementation of practical approaches to delivering SEND education and of driving multi-disciplinary planning and collaboration. * Evidence of strong digital and administrative skills to support and enhance the area of SEND work and ensure compliance * Evidence of well-developed understanding of the SEND Code of Practice. * Evidence of the ability to work flexibly and collaboratively with colleagues including across different specialist areas and promote a multi-disciplinary approach and integrated ways of working. | * Evidence of the ability to research and develop areas of specialism within SEND to share as the school becomes a Centre of Excellence and Influence. * Evidence of the ability to deliver training and CPD to adults and identify and address training needs. * Evidence of monitoring and managing the quality of delivery of SEND education, ensuring compliance with the SEND Code of Practice. * Evidence of embedding and promoting best and reflective practice across a department or specialist area. * Evidence of experience of implementing innovative and impactful initiatives, monitoring their impact and making adjustments as needed. |
| **Personal Characteristics** | * Ability to work unsupervised * A team player willing to step in and help your colleagues * Flexible approach to the task in hand * Willing to undertake training as required * Ability to stay calm under pressure * Excellent communication skills |  |
| **Other requirements** | * Suitability to work with children * Patient and resilient * Good sense of humour * Understanding of the School’s ethos and values | * Driving license and own transport |