



Education, Health and Care Plan Coordinator

Based at Mowbray School Bedale

Job description and personal specification.



Headteacher: Rachel Hargreaves BA MSC NPQEL

Masham Road
Bedale
DL8 2SD



Mowbray School

North Yorkshire County Council

Harrogate Road
Ripon
HG4 1SU

Tel: 01677 422446

Email: admin@mowbrayschool.co.uk



July 2024

Dear Applicant,

Thank you for your interest in our post of EHCP Coordinator which offers the successful candidate the opportunity to work within our wonderful school. We require an enthusiastic and proactive new member of staff to join us in the new academic year to work along side our current EHCP Coordinator.

Mowbray Special School is based over 2 sites. The main school is situated in Bedale and caters for children aged 3 to 16. The Satellite School is in Ripon and provides an education for children aged 3 to 11. We currently have over 300 pupils on role across both sites, and are the largest special school in North Yorkshire. Our school is thriving, caring and popular, educating both primary and secondary pupils with a variety of learning difficulties and specialist needs. The school is exciting, busy, high achieving, enjoyable and challenging school to work in.

The Education, Health and Care Plan(EHCP) Coordinator is responsible for chairing and reviewing the relevant documentation of the EHCP Assessment and review processes. The post holder will maintain a caseload, set up and maintain positive and professional working relationships and work in partnership with families, education settings, health and social care services, whilst ensuring compliance with relevant legislation

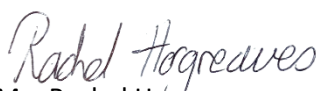
You'll be an experienced SEND professional who understands SEND EHCP casework with an excellent understanding of the SEND Code of Practice. You will thrive on collaboration, striving to maintain exceptional working relationships with colleagues and the local authority.

You will be a confident communicator, with the ability to communicate with diverse audiences, proven experience of all aspects of managing a complex administrative process. You will have a calm, well organised and methodical nature, with the ability to work professionally to strict deadlines, responding effectively and efficiently to challenges of the role, bringing vision and drive to make things happen.

We look forward to receiving your completed application before Sunday 14th July 2024. Interviews will take place at Mowbray School Bedale on the morning of Thursday 18th July 2024. Please send completed application forms to sarah.jones@mowbrayschool.co.uk

Once again, thank you for your interest in this position and we look forward to hearing from you soon.

Yours sincerely


Mrs Rachel Hargreaves
Executive Headteacher

Education, Health and Care Plan Coordinator – Mowbray School Bedale

Full Time – Term Time Only + 2 Weeks

Band H SCP 18 – 23 £26,495 - £29,036

Job Description

Job Purpose	<ul style="list-style-type: none">• To ensure that the school is fully compliant with all statutory requirements regarding the Education, Health and Care Plans (EHCPs) in collaboration with the Deputy Headteacher• To ensure all annual review and multi-disciplinary meetings are conducted in an appropriate and effective manner• To fully engage all stakeholders in the review process
Main Duties	<p>To lead and manage processes and procedures for EHCPs, Annual Reviews within the school</p> <p>To provide guidance, in collaboration with the DHT, and support to staff in the preparation of documentation for meetings</p> <p>To chair the above meetings, ensuring that all attendees have the opportunity to express their views in a fair and consistent way</p> <p>To maximise engagement in meetings of parents, pupils and professionals from health and social care.</p> <p>To prepare a written record of the meetings, ensuring that all views and decisions are recorded accurately</p> <p>To work with pupils and their families to prepare for the meetings, ensuring that the views of the young people are fully taken into account during the review process</p> <p>To ensure that appropriate media are available to students to be able to express their views e.g. communication aids, PECS etc.</p> <p>To work with other professionals, both internal and from external agencies, to ensure that reports are produced in a timely manner in preparation for meetings</p> <p>To ensure that final plans are communicated to all appropriate parties as necessary</p> <p>To ensure timely, efficient and effective communication with local authority colleagues around all aspects of the review process</p> <p>To actively seek appropriate funding to meet the needs of the students</p> <p>To ensure all procedures relating to EHCPs, Annual Reviews follow statutory requirements and relevant guidelines</p> <p>To support the school leadership team with new admissions into the school as well as transitions within and out of the school</p>

	<p>Knowledge of Bromcom MIS system, in order to request and enter pupil records efficiently</p> <p>To be able to use Egress and SharePoint successfully to acknowledge confidential pupil documents from Local Authorities.</p> <p>To be able to plan and execute a successful Annual Review timetable for all students at Mowbray School, Bedale and Ripon.</p> <p>To be able to administer additional review meetings throughout the school year as and when required i.e. interim and moved in reviews.</p> <p>Successfully communicate with parents, school staff, other Local Authorities and other professionals verbally and electronically when setting up meetings and requesting information for school reports.</p> <p>To minute annual review meetings efficiently and accurately and distribute all paperwork associated with the process. A high level of literacy is essential.</p> <p>Analyse and evaluate data and information and produce reports as required.</p> <p>To manage and administer new pupil admissions, to pass paperwork onto relevant member of the SLT and respond to requests appropriately.</p> <p>To work closely with members of the wider leadership team and pastoral team to ensure the very best possible outcomes for young people</p> <p>To act with integrity, honesty and kindness in all communication with all stakeholders</p>
<p>Other specific duties/ requirements</p>	<p>Data Protection -To comply with the County Council’s policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality</p> <p>Health and Safety - Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. To work with colleagues and others to maintain health, safety and welfare within the working environment.</p> <p>Equalities - We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. Within own area of responsibility work in accordance with the aims of the Equality Policy Statement</p> <p>Flexibility - North Yorkshire County Council provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with County Council Policies and Procedures.</p>

Customer Service - The County Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. The County Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.

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Full Time – Term Time Only + 2 Weeks

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Person Specification

CRITERIA		Essential/ Desirable		Assessed by: Application Form/Supporting statement /Interview		
		E	D	AF	S	I
EDUCATION AND QUALIFICATIONS						
1.	Level 3 qualification in business / finance / administration or equivalent to evidence in depth knowledge of administrative & financial processes	✓		✓		
2.	GCSE Level 4/C or equivalent in English language and Maths	✓		✓		
PROFESSIONAL KNOWLEDGE, EXPERIENCE, SKILLS AND ABILITIES						
3.	In depth knowledge of EHCP and Annual Review Process	✓			✓	✓
4.	Experience of operating administrative systems, including Microsoft Office	✓			✓	✓
5.	Knowledge of Bromcom or Arbor MIS Systems		✓		✓	✓
6.	Knowledge of school procedures	✓			✓	✓
7.	Good ICT skills and ability to use the keyboard with speed, accuracy and precision	✓			✓	✓
8.	High level of literacy and numeracy skills	✓		✓	✓	✓

CRITERIA		Essential/ Desirable		Assessed by: Application Form/Supporting statement /Interview		
		E	D	AF	S	I
9.	Excellent written and verbal communication skills	✓		✓	✓	✓
10.	Experience of Chairing and Leading meetings	✓			✓	✓
11.	Analytical and statistical skills	✓			✓	✓
12.	Problem solving skills	✓			✓	✓
13.	Ability to use the keyboard with speed and precision	✓			✓	✓
14.	Report writing skills	✓			✓	✓
15.	Attention to detail, neatness and accuracy	✓			✓	✓
16.	Organisational skills	✓			✓	✓
17.	Ability to work successfully in a team	✓			✓	✓
18.	Confidentiality	✓			✓	✓
19.	To be committed to the school's policy and ethos.	✓			✓	✓
20.	To be committed to Continual Professional Development.	✓			✓	✓
21.	Motivation to work with children and young people.	✓			✓	✓

CRITERIA		Essential/ Desirable			Assessed by: Application Form/Supporting statement /Interview		
		E	D		AF	S	I
22.	Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	✓			✓	✓	
23.	Enhanced DBS clearance required	✓			✓	✓	