

## **Student EHCP Review Officer**

### **Job Description**

#### **General Purpose of Job**

To ensure a smooth and efficient EHCP review process for all students within the local college centres. To ensure continuity is maintained between staff, students, Governors, parents, carers, professionals, volunteers and visitors and all stakeholders.

The Student EHCP Review Officer will actively embrace the College's core principles to ensure an inclusive and positive environment for our students with learning difficulties and disabilities.

#### **Functional links:**

The Student EHCP Review Officer will liaise with College staff, students, Governors, parents, carers, professionals, volunteers and visitors to maintain the high standards of the College.

#### **Reporting Relationship:**

The student EHCP Review Officer will be expected to work under the direction of the Student Placement Officer and Senior Leadership Team.

#### **Duties and responsibilities**

1. Coordination of allocated caseload of student reviews across OHC sites and meeting relevant to students, this will include attending and taking minutes of the reviews.
2. Responsible for Managing diaries, booking meeting rooms and sending invitations to both internal and external bodies to attend meetings.
3. Ensure the reorganising of review cancellations, are managed appropriately and communicated to all parties.
4. Able to use specialist SEN & EHCP knowledge to note accurate minutes of meetings to include review, best interest and strategy, type and proof read minutes, circulate to attendees within agreed timescales.
5. Manage the coordination of all information relating to the review process.

6. Prioritise own workload and that of others to meet both statutory and college deadlines.
7. To maintain confidentiality and work within GDPR at all times.
8. Able to travel and work across all college sites
9. Able to positively and actively respond to change of priorities and ensure both our internal and statutory deadlines are met.
10. Able to communicate effectively and clearly both verbally and in writing to a variety of stakeholders, adapting where appropriate.
11. Form good working relations with both internal and external teams such as, Medical professionals, SEND, Social Care Teams.
12. Attend meetings to represent Orchard Hill College both onsite and offsite.
13. Maintaining up to date records of relevant meetings regarding students.
14. Gathering and relaying information between students, carers, parents, care managers and transport providers to organise and resolve transport issues.
15. Compliance with College policies e.g. Equality and diversity, data protection, health and safety and safeguarding.
16. To maintain up-to-date records and information on the College central database, use and input MIS systems to ensure smooth communication between departments.
17. To assist with the cover of Centre Administrative Officer during absence, duties will entail all areas of day to day reception duties welcoming visitors, door access control, check ID and arrange travel for students, general administration, stationery orders, reconcile and distribute petty cash, work collaboratively with curriculum and facilities team.
18. Follow and assist with the evacuation policy for both students and staff.
19. Undertaking such other duties of a similar nature as required by the Head of College and Student Placement Manager.

## Student EHCP Review Officer

### Person Specification

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.

*If you are selected for interview you may be asked to undertake practical tests to cover the skills and abilities shown below.*

<b>Qualifications / Experience</b>	<b>Priority</b>
Experience of working within a team	1
Experienced and high level of written communication, creating accurate and details reports	1
Experience of using Microsoft Windows applications / Other information systems	2
Experience of working in a College environment	2
<b>Ability, skills and knowledge</b>	
Able to take accurate, clear and concise minutes of meetings	1
Able to communicate appropriately and effectively with students / parents and carers, who have significant communication difficulties, using the complete range of media, spoken, sign, written, gestural and intuitive	1
Able to communicate appropriately and effectively with colleagues, suppliers and other external agencies	1
Able to demonstrate high level skills in customer service, and a sensitive approach in dealing with a wide variety of people	1
Able to effectively plan own workload to ensure internal and external (statutory) deadlines are met	1
Able to take accurate, clear and concise minutes of meetings	1
Knowledge of Microsoft applications and other data bases to produce a variety of letters, documents etc	2
Able to work within a team and independently	1
Able to prioritise and organise own workload	1
Able to demonstrate high levels of accuracy and attention to detail	1

Able to work on own initiative, sometimes working under pressure and to tight timescales 1

Able to adhere to the College's Equality and Diversity, Safeguarding of Children and Vulnerable Adults, and Health and Safety Policies 1