

As one of the leading colleges in the UK, with significant strengths in health and social care, engineering, creative industries, construction, catering and digital, Northampton College is an inspiring place to work.

Our students come from all walks of life and so do we. We hire great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes our organisation stronger. Why not join our dedicated team as an **Education Health and Care Plan Coordinator?**

Job Title	Education Health and Care Plan Coordinator
Ref No.	ME2425136
Department	School of Academic & Vocational Support
Reporting to	Assistant Principal
Location	Northampton, Booth Lane Campus
Salary	<p>In the range of £25,798 - £28,513 per annum pro-rata, actual salary in the range of £16,036 - £17,724 per annum</p> <p>Starting salaries will normally be aligned with the first point in the grade for the role. Only in exceptional circumstances, as determined by the College, will appointment to a higher point be considered. If you have any queries regarding the College's policy on this, please contact the recruitment team prior to submitting your application.</p>
Hours	23 hours per week, 52 Weeks per year
Contract Type	Permanent

We are committed to the safeguarding and welfare of all our students, we follow safer recruitment statutory guidance (Keeping Children Safe in Education).

If you are successful, you will be required to complete thorough pre-employment checks, including an enhanced DBS check and satisfactory references. All applicants must have the right to work in the UK at the time of application, as the College does not hold a sponsorship license.

REWARDS AND BENEFITS

As well as a great salary and friendly team you will also receive:

- ▶ 35 days pro rata annual leave, comprising 24 personal days, pro rata (1 September – 31 August), including 8 bank holidays and 3 closure days. The College reserves the right to designate up to 3 closure days per holiday year
- ▶ Discounts through membership of the NUS and Blue Light Card - ranging from Amazon Prime to eating out, fashion, beauty, entertainment and more.
- ▶ Eligible to join the Local Government Pension Scheme (a defined benefit scheme including an employer contribution rate of 22%)
- ▶ Access to continued professional development
- ▶ Free parking and access to electric vehicle charging
- ▶ Multi gym and sports hall
- ▶ Confidential Employee Assistance Programme, offering a confidential phone line, a website and a downloadable app
- ▶ Access to the College's Wellbeing Hub
- ▶ Enhanced family friendly policies
- ▶ Generous sick pay and compassionate leave scheme
- ▶ Discounted hairdressing and beauty therapy treatments in our training salons (The Salon NC).



Job Description

Role Purpose

To coordinate the administrative processes for all Education, Health, and Care Plans across the College. To ensure that all data sets on Pro solution are accurate. To liaise with the Local Authority regarding Education Health Care Plan queries. To provide advice for students, parents/carers and professionals on Education Health Care Plan processes.

Main Duties and Responsibilities

1. To provide support and advice to students, parents/carers and those who are undertaking the Education Health Care Plan (EHCP) application process and to facilitate transition activities for prospective students with EHCPs as required.
2. To log receipt of consultations, organise assessments and ensure a timely response. To ensure that the College systems are accurate and up to date, recording actions taken and processing status.
3. To record and monitor when students with Education Health and Care Plans start their course.
4. To schedule and coordinate Education Health and Care Plan review meetings and facilitate the meetings according to Local Authority guidelines and statutory guidance. To ensure that key people have been invited and all essential documentation has been distributed promptly. To complete reports following the review meeting and distribute them to the relevant people, considering varying Local Authority documentation and requirements.
5. To check and monitor that support for students with Education Health Care Plans is regularly reviewed by teachers and specialist practitioners. To follow up with relevant managers when reviews are not taking place in a timely way.
6. To ensure that assessment information and support targets have been distributed to all staff responsible for students with Education Health Care Plans and where applicable high needs.
7. To liaise with the Local Authority Education Health and Care Plan/Special Educational Needs teams on student queries.
8. To deliver training on Education Health Care Plans and the associated statutory processes to College staff and partners as appropriate.
9. To ensure reports on consultations, reviews and statutory requests for information are readily available to managers.
10. To deal with internal and external enquiries, both over the telephone and by e-mail, and face-to-face.
11. To attend school meetings and meetings with local authorities as necessary
12. To develop and keep up to date all literature and other documentation linked to the college's Education Health Care Plan coordination service.
13. To assist in project work as directed by the Assistant Principal including supporting the Schools Special Education Needs processes and undertaking short-term cover in the absence of colleagues.
14. To carry out examination invigilation duties as required.

Person Specification

	Essential	Desirable
Education	<ul style="list-style-type: none"> English and maths GCSE grade C/4 or above/willingness to obtain, or equivalent skill level. Level 2 Special Educational Needs (SEN) qualification or willingness to obtain 	
Knowledge	<ul style="list-style-type: none"> Understanding of Education Health & Care Plans and the associated processes. Understanding of the impact of Special Educational Needs (SEN) on learning and strategies to support students Understanding of, and commitment to, the principles of equity, inclusion and belonging Understanding of the principles of safeguarding young people and vulnerable adults in an educational setting Understanding of the principles of data protection 	
Skills	<ul style="list-style-type: none"> Ability to interpret guidance and implement actions as required Ability to effectively communicate in writing, verbally, and through active listening with a diverse group of colleagues, students and stakeholders Ability to use a range of Information Technology (IT)/Information Communication Technology (ICT) systems, including Microsoft Word, Excel, and Outlook Ability to manage and prioritise multiple tasks through to completion within prescribed deadlines High levels of attention to detail and accuracy Ability to provide a responsive and professional level of customer service at all times 	
Experience	<ul style="list-style-type: none"> Experience of writing reports Experience of arranging and facilitating meetings Experience of working in a fast pace administrative role Experience of delivering high levels of customer service 	<ul style="list-style-type: none"> Working with young people with special educational needs
Attributes	<ul style="list-style-type: none"> Strong work ethic: exhibits dedication and diligence in carrying out responsibilities with a commitment to excellence Collegiate: works well within a team environment, cultivating a collaborative and cooperative approach Enthusiastic and innovative: displays a positive attitude and creative mindset, contributing fresh ideas and solutions Adaptability and reliability: adapts easily to changing situations and is dependable in fulfilling commitments 	

	Essential	Desirable
	<ul style="list-style-type: none"> • Priorities the needs of the team, customer, and the organisation • High degree of integrity and honesty • Empathetic: demonstrates thoughtfulness towards others • Resilience: able to recover from setbacks quickly • Self-motivated: demonstrates initiative, positivity, and a proactive approach • Positive role model for students 	

GENERAL

You will be required to undertake such other duties appropriate to the grade and nature of the work as may reasonably be required of you. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Your duties will be set out in this job description but please note that the College reserves the right to update your job description from time to time to reflect changes in, or to, your job.

Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description. You will be consulted about any proposed changes via either collective or individual consultation.

You will be required to have a flexible approach to work, working outside your normal working pattern when reasonably required to do so, including, for example to support College open events. You will have the ability to travel effectively, for example to other College campuses.

You will be required to ensure all safeguarding and student welfare duties and responsibilities are fully met and that you adhere to the relevant College policies and procedures.

You will be required to participate in the College's Employee Performance and Development process and to undertake any professional development activity/training required.

You will be required to fulfil your health and safety responsibilities for your own health and wellbeing and that of others within the College.

