

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 a **Education Health and Care Plan Team Leader**?

Job Title	Education Health and Care Plan Team Leader
Ref No.	ME2425141
Department	School of Academic and Vocational Support
Reporting to	Assistant Principal
Responsible for	Education Health & Care Plan Coordinators
Location	Northampton, Booth Lane Campus
Salary	In the range of £38,090 - £42,952 per annum 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.
Hours	37 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

The Education, Health and Care Plan (EHCP) team provides high quality support for students through the administration, processing, systems and statutory requirements linked to students who have Education, Health and Care plans. This role is responsible for ensuring that students who have a special educational need are provided with the appropriate assessment, support and review as outlined in the Special Educational Needs and Disability Code of Practice: 0-25 years and other associated statutory requirements

To oversee and manage the College's internal administrative processes for all students with Education, Health, and Care Plans across the College, and ensure that Coordinators are recording all data sets accurately and use this data to provide regular reports on the College's position with statutory processes.

To act as a liaison with Local Authority EHCP Caseworkers on queries relating to the College, providing advice for students, parents/carers and professionals on Education Health Care Plan processes.

Main Duties and Responsibilities

1. To provide day-to-day supervision for the Education Health & Care Plan Coordinators, in accordance with relevant College policies. To be responsible for directing and monitoring their work, providing feedback, and conducting performance reviews. To informally address concerns regarding under-performance in the first instance, referring to the Head of Finance for any formal interventions.
2. To oversee and manage the support and advice provided to students, parents/carers and those who are undertaking the Education Health Care Plan (EHCP) application process.
3. To manage the EHCP process internally with the College to ensure that all aspects of this process are completed to deadlines, statutory guidance requirements and are of an excellent standard
4. To manage and co-ordinate the information returns for EHCPs and Annual Reviews with the relevant Local Authorities, including the completion of and request for top-up funding for students aged 16-18 and 19-25 on a range of programmes within the College. To ensure that any additional funding linked to an individual Education Health and Care plan covers the expected cost of a young person's College support plan, alerting the relevant Assistant Principal with exceptions. Preparing appeal paperwork upon request and submitting it to the relevant Local Authority.
5. To act as main liaison between the College and Local Authority EHCP Caseworkers to develop efficient operational systems.
6. To complete assessments of potential student's special educational needs, in response to placement consultations from Local Authorities, reviewing the provision content of these consultations with them, against the ordinarily available provision, and special educational provision within the College.
7. To implement high quality approaches to the identification of needs for all students with Education, Health and Care plans and ensure that staff are appropriately supported and trained to make informed professional decisions to ensure that the ECHP reflects all individual needs.
8. To ensure that EHCP Coordinators arrange meetings and facilitate the meetings according to Local Authority guidelines and statutory guidance. To ensure that they have invited key people and that all essential documentation has been distributed promptly. To ensure that complete reports following the review meeting and distribute them to the relevant people, considering varying Local Authority documentation and requirements.

9. To investigate any initial concerns raised by parents/carers/local authorities regarding the delivery of EHCP provision and/or learning support arrangements for students with live plans.
10. To ensure high quality approaches to the EHCP processes and associated documents and work closely with all members of staff who are involved in the Annual Review Process.
11. To liaise with the Local Authority Education Health and Care Plan/Special Educational Needs teams on student queries.
12. To liaise with the relevant service areas to ensure that all internal processes are followed including: Enrolment teams, Management Information Services (MIS), Transition Practitioner and other relevant teams.
13. To chair the annual reviews of EHCPs
14. To ensure that Coordinators are recording all data sets on Pro solution accurately and use this data to provide regular reports on the College's position with statutory processes.
15. To deliver training on Education Health Care Plans and the associated statutory processes to College staff and partners as appropriate.
16. To ensure reports on consultations, reviews and statutory requests for information are readily available to managers.
17. To deal with internal and external enquiries, both over the telephone and by e-mail, and face-to-face.
18. To attend school meetings and meetings with local authorities as necessary, representing the relevant Assistant Principal as required.
19. To oversee and ensure that all literature and other documentation linked to the college's Education Health Care Plan coordination service is up to date and accurate.
20. 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.
21. To support senior managers in the delivery of behavioral and cultural change management with a focus on supporting excellent student experience
22. 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 3 Special Educational Needs and Disabilities (SEND) qualification or willingness to obtain 	<ul style="list-style-type: none"> Business Administration qualification Information Advice & Guidance Qualification Special Educational Needs qualification (e.g. NASENDCO) Teaching qualification Accredited Management qualification
Knowledge	<ul style="list-style-type: none"> Understanding of Education Health & Care Plans and the associated statutory 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 	<ul style="list-style-type: none"> Understanding of Post 16 education
Skills	<ul style="list-style-type: none"> Ability to manage and prioritise multiple tasks through to completion within prescribed deadlines 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 	<ul style="list-style-type: none"> Skills in the use of Artificial Intelligence
Experience	<ul style="list-style-type: none"> Experience of working with young people with special educational needs Experience of coordinating a team Experience of writing reports Experience of arranging and facilitating meetings Experience of working in a fast-paced administrative role Experience of delivering high levels of customer service 	<ul style="list-style-type: none"> Working in a general further education college. Working in a Local Authority EHCP/SEND department

	Essential	Desirable
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 • 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.

