

**Job Description & Person Specification**

<b>Post Title:</b>	EHCP & SEND Administrator	<b>Department:</b>	Learning Support
<b>Location:</b>	North Road	<b>Contract type:</b>	Permanent
<b>Hours per week:</b>	37 hours per week	<b>Weeks per year:</b>	52.14 FT
<b>Scale:</b>	Scale 3 PT 17	<b>Salary:</b>	£17,581
<b>Reports to:</b>	SEN Funding & Planning Coordinator		

**Job Description**

<b>1.</b>	<b>Department Overview</b>
	<p>We are a well-established and responsive Learning Support team which forms part of the Student Experience Directorate at Bournemouth &amp; Poole College. This large team of dedicated and experienced professionals work both with the wider college as well as external professionals to ensure that all young people have the best learning environment to allow them to achieve and develop to their fullest potential. With a wide range of support available we aim to deliver a student-centred approach that is flexible to meet individual needs while promoting independence in preparation for the world of employment.</p> <p>Our dynamic, highly qualified and committed support team comprise of specialists in specific learning difficulties and sensory impairments, assessors, study skills professionals, front of house and support staff, examination advisors and learning support assistants.</p> <p>An excellent and efficient assessment procedure is in place to ensure learners' individual support needs are quickly established and the correct type and level of support is put into place as soon as an additional need is identified through our effective and responsive process.</p>
<b>2.</b>	<b>Purpose of the Role</b>
	<p>To support the business functions of the Learning Support team providing excellent customer service to all stakeholders accessing services within the department.</p> <p>Delivering high quality administrative support for all aspects of an EHCP learner's journey including;</p> <ul style="list-style-type: none"> <li>• Administering pre-entry and consult processes</li> <li>• Organisation of Annual Review meetings</li> <li>• Acting as a point of contact for internal and external customers</li> </ul>

3.	<p><b>Key Accountabilities &amp; Duties</b></p> <ol style="list-style-type: none"> <li>1. Support the EHCP pre-entry and consult process including; <ul style="list-style-type: none"> <li>• Recording and tracking enquiries, applications and formal consults</li> <li>• Organise panel meetings and collate responses and actions</li> <li>• Communicate with the local authority SEN teams and other external professionals</li> </ul> </li> <li>2. Assist with the planning and organisation of Annual Review meetings including; <ul style="list-style-type: none"> <li>• Updating the Annual Review tracker</li> <li>• Ensure up to date copies of paperwork and information are available for staff</li> <li>• Communicate with staff, parents, students, external professionals and local authorities to arrange dates and send invitations</li> <li>• Book accommodation for the meetings</li> <li>• Taking minutes</li> <li>• Schedule deadlines for paperwork and ensure documents are finalized and sent</li> </ul> </li> <li>3. Provide excellent customer service and administrations service supporting the business needs of Learning Support including; <ul style="list-style-type: none"> <li>• Responding to enquiries in person, by phone and email</li> <li>• Updating student record systems</li> <li>• Booking appointments and meetings in staff diaries</li> <li>• Distributing and checking mail</li> <li>• Maintaining accurate records and files</li> </ul> </li> <li>4. Attend College Open Events as agreed with Line Manager.</li> <li>5. Engage in The College's appraisal process and undertake any training that may be appropriate.</li> <li>6. Take appropriate responsibility to ensure the health and safety of self and others.</li> <li>7. Pursue the achievement and integration of equal opportunities throughout all The College's activities.</li> <li>8. Undertake such other duties as may reasonably be required of you commensurate with your grade of post, as requested by the line manager, at your initial place of work or at other locations in the College catchment area.</li> </ol> <p><b>*The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post.</b></p>
3.	<p><b>Equal Opportunities</b></p> <p>The College will seek to ensure that all existing and potential employees and students are given equal opportunities for employment and education. It is committed to the elimination of unlawful or unfair discrimination on the grounds of sex, age, marital status, colour, race, nationality or other ethnic or national origin, disability, sexuality, trade union membership or activity and religious background. The College will seek to ensure that no applicant for employment or education is disadvantaged by conditions or requirements which cannot be justified. The College aims to provide an open welcoming and safe environment for all its students, employees and visitors.</p>

<b>4.</b>	<b>Safeguarding</b>
	<p>The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.</p> <p>The successful applicant will be required to undertake appropriate safeguarding checks as well as providing proof of right to work in the UK.</p>
<b>5.</b>	<b>Further Information</b>
	<p>This Job Description and Person Specification are current as at March 2020. In consultation with you it is liable to variation to reflect changes in the job. If you have any queries relating to your Job Description and/or Person Specification, please consult your Line Manager directly.</p> <p>A copy of this Job Description and Person Specification is held with the Human Resources department.</p>

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### Person Specification

Criteria	Essential	Desirable
<b>Knowledge</b>	Previous administration experience	Knowledge of SEND and statutory EHCP processes  Understanding of further education sector
<b>Skills &amp; Abilities</b>	IT skills – including spreadsheets and databases  Ability to multi-task and respond to enquiries in an efficient manor  Excellent organisational and communication skills  Ability to work in a busy environment and to meet deadlines	
<b>Personal Attributes</b>	Excellent customer service skills  Ability to work using own initiative  Interest and confidence in communicating with a variety of young people and adults who have a range of additional support needs  Enjoy working as part of a team  Willingness to learn and take on new tasks  Flexible and positive attitude	

<b>Qualifications</b>	Education/training to at least Level 2 standard. Level 2 English & Maths	Relevant SEND qualification IT Qualification L3 Business Admin or equivalent
<b>Other Requirements</b>	Willingness to work across all sites and work flexibly to meet business needs. Attending College open events and occasional evening work	