


Job Description			
Title Life after Ash Lea, Transition and EHCP Co-ordinator	School: Please select: Ash Lea School	Post Ref Add Ref Profile Pupil Support 8	
Job Purpose To develop and oversee pupil activities related to careers and transition. To ensure that Education, Health and Care (EHC) Plans and the broader practice of the school are fit for purpose and compliant with the SEND Code of Practice.			
Key Responsibilities			
<ol style="list-style-type: none"> 1. Support the careers lead in developing and delivering work related initiatives across the curriculum including work experience and work-related events throughout the school 2. Support teachers in completing, reviewing, and developing transition planning for pupils, throughout the school. 3. Gain an understanding of opportunities beyond Ash Lea (colleges/apprenticeships etc) that can be shared with pupils and parents / carers during key EHCP and transition meetings 4. Support the careers lead in delivery of the careers' education programme throughout the school 5. Develop and improve links between external providers and agencies for work related and enterprise education 6. To support quality procedures to ensure that the school's procedures in this area satisfy the appropriate external standards (e.g. The Gatsby Levels) 7. To work under the guidance of the headteacher and other senior leaders liaising with key external partners (colleges, work experience partners, the ICDS, local authority partners, health professionals for example). 8. To work alongside the school's business manager to access support for the administration of EHCP meetings, timetabling and processing associated with this. 9. Liaise with teachers to organise dates and ensure the completion of reports for EHCP review meetings within the statutory process and timeframes 10. To clerk EHCP meetings in support of teachers 11. To develop systems which promote user participation, review, and continually monitor the level of service user satisfaction and engagement 12. To drive improvements in EHCP processes, quality and fidelity with statutory requirements 13. To provide training, advice, guidance to school colleagues, pupils and families in all aspects of the EHC process 14. Where required, support SLT team in consultation process, parent / prospective pupil school visits and transitions 			

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- 15. To ensure that the school is meeting the provision described within pupils' EHCP and to have an understanding of how other professionals should contribute to this. To highlight to senior leaders where this provision is not or at risk of not being met.
- 16. Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the recognised trade unions
- 17. To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures
- 18. To report any causes for concern relating to the welfare and safety of children to the designated person, and the headteacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team
- 19. To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school

Person Specification	
Education and Knowledge Good literacy and numeracy skills together with NVQ level 3 or equivalent qualifications and experience of working as part of a team.	Personal skills and general competencies <ul style="list-style-type: none"> • The ability to self-motivate and work as part of a team • To be able to work as part of a diverse team • Good computer and IT skills. • Strong oral communication, literacy and analytical skills. • Confidence to pick up the phone to employers and make new contacts. • The confidence to network with a wide range of external partners and chair meetings • A high level of personal drive and commitment to excellence and the ability to set an example for other staff. • Strong interpersonal skills in order to be able to work with and respectfully challenge others including colleagues, external professionals, senior managers and families
Experience <ul style="list-style-type: none"> • Experience of working in a school environment would be beneficial but not essential. • Experience of working with people with SEND would be beneficial but not essential. • A good understanding and working knowledge of the Pathway to Provision. • Knowledge and understanding of current SEND legislation, especially in relation to education, health and care for pupils with SEND 	

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- Experience of working in careers would be beneficial but not essential.
- Experience of working as part of team and being self-motivated is essential.
- Experience of networking, making new contacts and creative thinking is essential.

- Ability to make decisions and solve problems independently, devising solutions and prioritising the resources available.
- Ability to listen and be empathetic to families, including in times of distress
- Ability to prioritise own workload
- Ability to adapt to change