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| **HAYBROOK COLLEGE TRUST**  **JOB DESCRIPTION: SEND Annual Reviews Officer** | |
| **Responsible to:** | Deputy SENDCo |
| **Main purpose of the job:** | |
| To coordinate all aspects of the EHCP Annual Reviews at Millside School in line with the SEND Code of Practice.  To support Heads of Centres with the EHCP Annual Reviews for pupils in the Alternative Provisions, to ensure they are held in line with the SEND Code of Practice. | |
| **Main job functions.** | |
| To support the SENDCo and Deputy SENDCo in ensuring that all EHCP Annual Reviews are held and completed in line with statutory timeframes within the SEND Code of Practice.  For pupils at Millside School, this includes:   * Completing the Annual Review record for all EHCP pupils at Millside School * Gathering of all relevant reports * Gathering comprehensive ‘Pupil Views’ * Gathering the ‘Parent / Carer Views’ * Writing the Annual Review paperwork with updated and current information about a pupil’s progress * Holding the Annual Review meetings * Dissemination of notice letters, pre and post paperwork (now via Arbor) * Completing actions from the Annual Review   Supporting Millside School staff team during break and lunch times.  For pupils within the Alternative Provision, this includes:   * Supporting the Head of Centres by completing the Annual Review paperwork * Supporting the Head of Centres by chairing the meetings, if requested * Ensuring all Annual Review procedures and timeframes are followed * Checking the completed paperwork prior to sending to SEND   To support the SENDCo and Deputy SENDCo with additional areas of SEND administration as requested. | |
| **Responsibilities:** | |
| Under the direction of the Deputy SENDCo, the post holder will effectively:   1. Coordinate all aspects of the EHCP annual reviews and perform the administrative tasks for the review in line with statutory responsibilities 2. Invite all relevant stakeholders and gather all relevant professionals’ reports prior to the meeting, ensuring all statutory timescales are adhered to. 3. Manage the information gathering for the reviews, ensuring that the evidence from curriculum is of high quality and focused on the preparing for adulthood agenda. 4. Manage gathering high quality pupil and parent/carer views and understand the importance of this part of the process. 5. Chairing the EHCP Annual Reviews 6. Amend EHCPs within each Annual Review process as required 7. Follow up actions from the Annual Review with the relevant stakeholders 8. Manage and update the Annual Review record for all pupils with EHCPs   **General duties**   1. Be aware of and respect all children’s religious beliefs and cultures. 2. Maintain confidentiality and professional conduct at all times. 3. Support, promote and comply with decisions and policies agreed by the SLT and the Trustee Board 4. Develop effective working relationships with professional colleagues, and always maintain appropriate professional boundaries in relationships with children and work colleagues. 5. Develop own professional knowledge, skills and understanding through active participation at meetings and training. | |
| **Safeguarding Children** | |
| In accordance with the Trust’s commitment to follow and adhere to the most recent version of Department for Education’s guidance entitled "Keeping Children Safe in Education" and “Safeguarding Children and Young People and Vulnerable Adults Policy” and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the Trust. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the Trust.  You are also required to know and comply with the DfE document ‘Guidance for Safer Working Practice for Adults who work with Children and Young People 2020.’ You are required to have satisfactory Enhanced DBS clearance with barred list information. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of Haybrook College and uphold public trust and confidence at all times. | |
| **Confidentiality** | |
| During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Haybrook College and the Trust, or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so. | |
| **Data Protection** | |
| During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the GDPR 2018 related to the current Data Protection Act and are properly applied to pupil, staff and Trust business/information. | |
| **Freedom of Information** | |
| The post holder must be aware that the public could, in theory, request any information held by the Trust, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the Trust's policies and procedures. | |
| **Smoking / Intoxicants Policy** | |
| No smoking or intoxicants are permitted in any part of the premises or grounds managed, leased or owned by Haybrook College. No smoking or intoxicants are permitted in any Trust vehicles or in any vehicle parked on any Trust premises. Smoking of any product and the consumption of alcohol are strictly forbidden. | |