**JOB DESCRIPTION**

**JOB TITLE REPORTS TO**

EHCP & Transitions Manager Head of College

**1. JOB PURPOSE**

The David Lewis College provides day and residential specialist education for children and young people young people aged 11-19 who have Autism, epilepsy, and complex neurological conditions, learning difficulties and behaviour that may challenge.

As the college continues to grow, we are seeking to appoint someone who is committed and hardworking to join our team as the EHCP & Transitions Manager. At David Lewis College all students have EHCP’s.  
  
This is a crucial role in college and requires someone who is highly organised and able to work independently to prioritise their workload and ensure that the college meets its’ statutory duties for all its students. The successful candidate will have excellent communication skills and will be able to work confidently with a range of stakeholders.

**2. PRINCIPAL ACCOUNTABILITIES**

* **EHCP Coordination:** Oversee the identification, development, and coordination of EHCPs for all students.
* **Collaboration:** Work collaboratively with teachers, parents, and external professionals to develop and review EHCPs, ensuring they accurately reflect the needs of students.
* **Monitoring Progress:** Regularly monitor the progress of students with EHCPs, adjusting support strategies as needed, and communicate progress to relevant stakeholders.
* **Legal Compliance:** Ensure the college's compliance with legal requirements related to special education, EHCPs, and other relevant legislation.
* **Advocacy:** Advocate for the rights and needs of students with SEN within the college and liaise with external agencies and local authorities as necessary.

**FURTHER ACCOUNTABILITIES**

* Coordinate and ensure timely completion of EHCP reviews and transition meetings, adhering to statutory requirements.
* Work with colleges, parents, and professionals to develop transition plans.  
  Gather evidence for EHCP reviews and monitor student progress.  
  Attend reviews and facilitate student transitions.
* Communicate effectively with students, parents, and carers about appointments and assessments.
* To gather information on individual achievements and accurately and consistently record on Evidence for Learning (EFL) software.
* To ensure that all students receive their individual learning support entitlement, and their programme of study is in accordance with their funding agreement.
* To be involved within the college team, supporting collaborative events. To work flexibly attending value added events such as the Student Ball and end of year celebrations.
* To contribute fully to all other aspects of the college’s quality assurance measures.
* To assist with the preparation of the Self-Assessment report for the college.
* To prepare and present reports for reviews/meetings and quality assurance process.
* To be involved in functions and events which are integral to college such as parent support groups, meetings, open days, Christmas and end of term parties, summer fair and other events.
* To promote and support awareness of equal opportunities and to ensure that bullying, harassment and intimidation are not tolerated.
* In accordance with David Lewis policies, be familiar with and regularly refresh knowledge of the Aspects and Indicators of Abuse in relation to the protection and safeguarding of children/young people and vulnerable adults and to report all concerns, suspicions, allegations and incidents to the Lead Person without delay.
* To ensure that all health and safety responsibilities are discharged to protect the health and safety of self, employees and comply with best practice and legal requirements.
* To assist with any other Ad Hoc duties required as and when the business may require them.

1. **KNOWLEDGE, SKILLS AND EXPERIENCE**

* Extensive knowledge of working with children & young people with complex learning difficulties, disabilities
* Educated to a level 5 or above qualification in a Children’s Services or Adult related area
* Hold, or be prepared to work towards, the SEND Case Award (National Association of Special Educational Needs) or an equivalent SEND qualification
* Understanding of and commitment to person centred approaches, personalisation and the principles of key working
* Knowledge of the pathways through the education system for children and young people with SEND and a good understanding of preparation for adulthood
* Working knowledge and understanding of the Children and Families Act 2014, SEND Regulations 2015 and SEND Code of Practice 2014

**Knowledge of other related legislation including:**

1. Legislation governing Adult Social Care, the Children’s Act 1989&2004 and safeguarding processes.
2. Education Act 1996
3. College admissions code 2014
4. Equality Act 2010
5. Care Act 2014
6. Mental Capacity Act 2005

**Personal skills and general competencies**

* Ability to build positive relationships and work collaboratively with parents, carers, children, young people and multi-agency professionals
* A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff
* Ability to use negotiation and conflict resolution skills successfully
* Good communication skills - being able to convey clear, concise written and verbal information
* Ability to hold a large complex case load and the ability to prioritise
* Strong interpersonal and communication skills. Able to work in a collaborative manner and experience of working in multi – disciplinary teams with both internal and external stakeholders
* Experience of line managing a team of employees. Establish and communicate clear standards and expectations. Build trust, good morale and cooperation within the team.
* Ability to work to tight deadlines and deliver work of a high standard on time.
* Ability to forward plan and organise resources and adapt plans in response to daily circumstances.
* Confidential and diplomatic
* Able to work some evenings and weekends when required

**Disclosure and Barring Service (DBS) Checks**: This post, due to its nature, duties and responsibilities, will be subject to a check by the DBS. The level of check which will apply shall be an “Enhanced” level check. Information about this disclosure can be found at [www.gov.uk](http://www.gov.uk).

To prevent abuse and implement good practice David Lewis ensures that recruitment practices are robust and rigorous and that all staff employed have up to date and acceptable references, a full and complete employment history, an Enhanced DBS check and a check of the DBS barred lists.