

# LINDEN LODGE SCHOOL

## Job Description



### STATUS

**Job Title: EHCP Caseworker**

**Accountable to: Admissions and Placements Manager**

**Grade: Scale 5, points 12 – 15**

**Hours: 36 hours per week (TTO + 3 weeks – 42 Weeks per Year)**

### CONTEXT

To assist the Admissions and Placements Manager and Senior Leadership Team in planning, development, organisation and monitoring of pupil and administration procedures. The post holder will provide effective and efficient delivery of Pupil Services on a day-to-day basis, including responsibility for assisting in the overall administration of the EHCP annual review process.

### EHCP Annual Reviews

Responsible for the day to day administration of Annual Reviews to include:

- Production of yearly Review Schedule and administration and management of ongoing updates to the Review Schedule.
- Production and distribution of Annual Review invitations, within statutory timeframes, to parents and external professionals in local Education, Social Services and Health departments
- Liaison with parents, teachers and external professionals in local Education, Social Services and Health departments
- Deal with all requests for changes to the Review schedule from parents, staff and external professionals, update the schedule accordingly and liaise with parents, relevant staff members and external professionals to confirm rescheduled dates.
- Liaise with the Interpreting Service using online booking system to arrange attendance of Interpreters of the appropriate language for parents at reviews, as required, and complete and submit a copy of the school's order form with booking confirmation to the Finance department.
- Collation and dispatch of pre-Annual Review reports from professionals involved with all students.
- Logging and tracking of reports received for meetings and following-up for missing reports, where necessary
- Attending, facilitating and taking detailed accurate notes at EHCP Annual Reviews.
- Following-up on post-meeting actions and queries following Annual Reviews.

- Production and circulation of post-Annual Review paperwork within prescribed deadlines.
- Maintain accurate logging and tracking of post-review
- Production and distribution of individual letters to stakeholders explaining elements of EHCP /annual review process to ensure completion of relevant contributions
- Liaise with stakeholders regarding completion of relevant annual review documentation.

### **School Meals**

To be responsible for the administration of free school meals to include:

- Carrying out eligibility checks on LGfL School Meal Checker
- Liaison with parents regarding outcome of eligibility checks.
- Maintain accurate and up-to-date records of students entitled to Free School Meals on school information management system (SIMS).
- Ensure that all pupils eligible for Pupil Premium Payments are recorded accurately on school information management system (SIMS).
- Liaise with and provide information to School Finance team, as required.
- Maintain accurate and up-to-date records of students entitled to Universal Infant Free School Meals on school information management system (SIMS).
- Produce and distribute letters to parents to advise as and when their child becomes entitled to Universal Infant Free School Meals, and to inform them as and when this entitlement has concluded and establish their preferred future meal arrangements.
- To ensure all changes to all pupils' meal arrangements are appropriately updated within student SIMS records.

### **Questionnaires**

- Distribution, collation and analysis of questionnaires sent annually to all parents, to provide information to governors autumn term meeting.
- Distribution, collation and annual analysis of Annual Review questionnaires and responses from parents and professionals to inform SLT

### **Data & MIS (Management Information Systems)**

- To input and help maintain student records on SIMs pupil database for statistical returns
- To assist in the maintenance and update of all local authority professionals contact lists
- To distribute, collate responses and analyse Questionnaires in relation to EHCP Annual Reviews and Annual Parent Questionnaires to inform SLT and Governors

### **GENERAL**

- Deal sympathetically with numerous and complex general enquiries from staff, pupils, parents, visitors and outside agencies in person, by e-mail and telephone.
- Type correspondence, reports and bulletins for the Co-Headteachers as required

- Provide general administrative support including filing, faxing, photocopying and record keeping.
- Work to school's policies and procedures, particularly in regard to equal opportunities, health and safety and confidentiality
- Demonstrate professional accountability at all times
- Practice within the professional codes of conduct
- Any other reasonable duties that may be required by the Co-Headteachers, and Admissions and Placements Manager.

<i>Safeguarding</i>	<p>Be fully aware of and understand the duties and responsibilities arising from the Children's Act and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation</p> <p>Be fully aware of the principles of safeguarding as they apply to vulnerable adults to the workers role</p> <p>Ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection</p>
<i>Leadership</i>	To work under overall supervision of the Headteacher
<i>CPD</i>	Commitment to own continued professional development and to undertake mandatory training as required
<i>Service and Self Review</i>	Participate in the School's Self Review of performance Review methods of effective teaching and learning
<i>Behaviour / Risk Management</i>	Work with other colleagues to ensure safety of both workers and users at all times
<i>Supporting other colleagues</i>	Work with and support other colleagues to ensure the smooth and effective running of the School
<b>GENERAL DETAILS</b>	
<b>REVIEW</b>	
<p>This job description does NOT define all the duties and responsibilities commensurate with the post. As such, it will be reviewed at the end of the academic year or earlier if necessary and may be amended at any time after consultation with you.</p>	