

JOB VACANCY

JOB TITLE: Educational Health Care Plan Review Co-ordinator

Full Year – Term Time Only plus 2 weeks – 32 ½ per week

JOB PURPOSE:

- Chair Annual Reviews
- Supporting parents through Annual review process
- Contacting, gathering and collating information across a multi-agency forum to support individual annual review process
- Contact for parents for co-ordinating meetings / distributing information and dates / managing Annual Review Meeting
- Liaise with professionals across L.A./ Health and Care

LINE MANAGEMENT : Report to Head and Deputy Headteacher

LIAISING WITH : Headteacher, School Improvement Group, Hope SENCO, teachers, Support staff, LEA representatives, external agencies and parents.

SALARY SCALE: G10

Closing Date: 18TH March 2022

Application forms, job description and person specification available from the Office