



Mill Water School

admin@millwater.devon.sch.uk | www.millwater.devon.sch.uk | 01395 568890

JOB DESCRIPTION

Job title	Annual Review Cycle Coordinator
Location	Mill Water School
Grade	D (25 hours per week)

Job purpose including main duties and responsibilities

- To chair Annual Review meetings and record minutes on EHC Hub
- To channel all parental queries which arise from the review process to the appropriate agency/professional for action
- To develop positive relationships with other agencies/professionals who may be able to work with/assist the parents of our children
- To develop effective administration systems for the entire review process at Mill Water School
- To oversee transition arrangements for pupils moving on from Mill Water School to other educational or social care settings
- The post holder will demonstrate the drive and initiative to develop systems and procedures and work with minimal supervision. Good communication skills, both verbal and written, will be needed to liaise with both internal and external contacts. It is essential for the post holder to be able to work as part of an administration team.
- The post-holder will report directly to SLT and will have admin support for other parts of the Annual Reviews process

Major responsibilities

- To be the named contact in school directly responsible for the delivery of all processes in respect of EHCP Annual Reviews in school
- To chair and minute review meetings
- Develop, co-ordinate and oversee all administrative procedures with regard to reviews
- To establish effective systems for monitoring the review process and for storing relevant documentation, both electronically and in hard copy
- To develop effective procedures to ensure that all aspects of the EHCP review process meet legislative requirements and timescales as set out in the SEND framework and associated policies
- To ensure the security of confidential documents and material
- To work in partnership with the 0-25 Special Education Team and comply with SEND Framework and associated policies

- To liaise with internal and external contacts to prepare reports and other paperwork necessary for reviews
- Communicate with internal and external contacts by email and telephone, keeping stakeholders informed at all times
- Respond to any queries from parents by channelling all actions arising from reviews or otherwise to appropriate agency/professional
- Work collaboratively with Careers South West and other schools/settings to offer comprehensive advice to parents considering college/post 16 options
- Work as part of an effective administration team by supporting colleagues and taking on additional administrative tasks to support the general work of the school office
- Undertake any other duties commensurate with the post

Data protection

It is essential that you are fully aware of your responsibilities under the General Data Protection Regulation 2018 (GDPR). Mill Water School aims to ensure that all personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) and the expected provisions of the Data Protection Act 2018 (DPA 2018) as set out in the Data Protection Bill. Mill Water School's policy applies to all personal data, regardless of whether it is in paper or electronic format.

Health and safety

Employees are required to work in compliance with the school's Health and Safety policies and under the Health and Safety at Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the school.

Safeguarding

Mill Water is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people.

All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by Mill Water. Any safeguarding or child protection issues must be acted upon immediately by informing the Senior Designated Officer (SDO).

PERSON SPECIFICATION

Attribute	Essential	Desirable	Method of assessment
Experience & Knowledge	<ul style="list-style-type: none"> Administration experience – at least two years Experience of working in partnership with others to deliver work to set deadlines Experience of working in a pressurised and busy office environment Experience of dealing with confidential information Experience of working as part of a team to meet shared objectives Political awareness and sensitivity 	<ul style="list-style-type: none"> Administration experience – at least five years Experience of working in an administrative role in a local government or school setting SEN administration experience Event organisation experience Knowledge of SEND framework and related legislation in respect of SEN/EHCPs/Annual Review process 0-25 SEN School Admissions procedures 	Application / interview
Skills	<ul style="list-style-type: none"> Excellent ICT skills including Microsoft Office Excellent word processing skills Excellent organisation skills Ability to manage a varied and demanding workload Ability to manage conflicting priorities Proven ability to communicate effectively with stakeholders at all levels Ability to convey information accurately and clearly Excellent written and verbal communication skills Excellent interpersonal skills Ability to establish and maintain administrative procedures Ability to work accurately with attention to detail Proven ability to use initiative Proven ability to work flexibly and support colleagues to meet the wider objectives of a team Minute taking skills 	<ul style="list-style-type: none"> Ability to use SIMS Ability to work flexibly as part of an organisation undergoing change 	Application / Interview / assessment
Personal qualities	<ul style="list-style-type: none"> Articulate Assertive Organised Calm when under pressure Methodical Able to develop creative solutions in response to need 	<ul style="list-style-type: none"> Proactive in own development and awareness of current issues 	Application / interview

	<ul style="list-style-type: none"> • Adaptable • Tactful • Demonstrates discretion • Friendly and approachable 		
Education/ qualifications	<ul style="list-style-type: none"> • Good general standard of education • English and maths level 2 qualification (GCSE grade A*–C) 	<ul style="list-style-type: none"> • A levels or equivalent level 3 qualification • Relevant vocational qualification 	Application / interview
Physical	<ul style="list-style-type: none"> • Able to carry out the duties of the post with reasonable adjustments if necessary 		Application / interview
General	<ul style="list-style-type: none"> • Willing to learn • Willing to engage fully in professional development opportunities • Enthusiasm to work alongside young people 	<ul style="list-style-type: none"> • Awareness of Mill Water’s ethos, values and aims 	Application / interview