

**RAVENSWOOD SCHOOL
JOB DESCRIPTION**



**Annual EHCP Review Co-ordinator
Grade – JG4.7
(15 hours per week –39 weeks per year)
Line Manager – Headteacher**

Job Purpose:

1. To promote and support the school in fulfilling its aims by maintaining and developing its positive ethos through self-evaluation and improvement.
2. To ensure the efficient operation of the admin team, promoting a calm, organised work environment.
3. To co-ordinate the Annual Review process for all pupils at Ravenswood School throughout the school year.

To whom post holder reports: Headteacher

Responsibilities

1. To co-ordinate the Annual Review and Education Health Care Plan (EHCP) meetings and track the process for all pupils at Ravenswood School throughout the school year.
2. To attend and write up notes of meetings with families and professionals.
3. To maintain up to date annual review records and EHCPs working with the SENCo and the Local Authority SEND team.
4. Assist in Health and Safety procedures during school evacuations/ emergency procedures.

General:

5. Co-operating in performance management and taking responsibility for continuing professional development.
6. Undertaking any professional duties as reasonably determined by the Headteacher.