

St Paul's Community
Development Trust



Working For The Community

St Paul's Independent School works with pupils who have had struggled in their education for a variety of reasons. The School focuses on a trauma informed and restorative approach where relationships are central to all that we do. The pupils all have Education Health and Care Plans (EHCPs) and the focus is very much about capabilities and not disabilities.

Job Title: Educational Health and Care (EHC) Plan Co-ordinator and Post 16 Transitions Officer

Department: School

Salary: £11.81 per hour

Hours: 17.5 hours per week (days/times to be agreed) Term Time Only

Job Purpose and description:

To co-ordinate EHC reviews in line with the SEN code of practice. You will need to have exceptional communication skills to include both verbal and written and a confident ability to liaise with various key stakeholders to ensure EHCP reviews are carried out in a timely, supportive and professional manner. To also oversee post 16 transitions to ensure pupils and families and carers are supported through this process and successful outcomes are achieved. Knowledge of SEND Code of Practice and EHCP review process is essential along with a relevant qualification at a minimum A Level standard.

Closing date: 1st July 2022 12 noon
Interviews will be held week commencing 11th July 2022

All members of staff employed by the Trust have an individual responsibility for promoting and safeguarding the welfare of the children/young people and vulnerable adults that they are responsible for, or come into contact with.

Further details and an application form available: www.stpaulstrust.org.uk/recruitment

It is a condition of employment that the successful candidate obtains a satisfactory DBS Disclosure.

