**JOB DESCRIPTION**

# Education Health and Care Plan (EHCP)

# and Transitions Facilitator

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| PROJECT PROFILE |

CANTO Learning Ltd was established in 1992 to provide training and personal development for individuals with Learning Difficulties and/or Behavioural Issues. Over this period of time we have become recognised as a specialist provider, particularly with young people with medium to severe learning difficulties.

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| OUR ETHOS & MISSION STATEMENT |

To work effectively and co-operatively with individuals who live with challenges arising from learning, behavioural, emotional and social difficulties, to progress their abilities, skills and qualifications.

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| ESSENTIAL CRITERIA |

Candidates should be:

* Have an understanding of the EHCP process, experience of working within the process is desirable
* Have an understanding of SEN, experience of working within a relevant setting would be desirable
* Able to adopt the CANTO Learning Ltd ethos and be committed to work with people with learning difficulties and assisting them in reaching their potential.
* Able to proactively promote the ethos through maintaining a positive learning environment.
* A team player
* Flexible in their approach to fit in with constantly changing timetables.
* Able to generate mutual respect between both students and staff.
* Be competent at mathematics and English.
* Hold a full driving license.
* Have experience in a leadership role within an education organisation.

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| AIMS |

To undertake the professional, efficient and effective operation and administration of the CANTO Learning Ltd’s EHCP consultation and review process.

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| Responsibilities |

To assess and consider consultations made by local authorities including liaising with previous settings and students/parents/cares. Present the student to the SLT for consideration of acceptance.

To liaise with the relevant people to ensure that a suitable transition process is set up which is person centred and meets the students’ needs.

To support tutors in ensuring their understanding of the outcomes in students EHCP’s and developing opportunities which enables students to work towards them.

Organise and chair annual reviews for and implement actions and recommendations appropriately.

To liaise with staff, students and professionals in the maintenance of records.

To handle telephone and general staff enquires professionally and promptly.

To collect and process information to ensure that records are accurately maintained in a timely manner.

Support the work of Learning Support funding.

To enter and maintain accurate data on students records in accordance with CANTO Learning Ltd’s procedures.

To understand and comply with CANTO Learning Ltd’s policies and procedures.

To check prepare and record information accurately and efficiently as required by CANTO Learning Ltd.

To carry out administration procedures effectively and efficiently, including the preparation of reports required by the Senior Leadership Team and external and internal returns.

To undertake filing and maintaining the filing system.

To attend day and evening meetings, courses etc. considered to be a benefit to CANTO Learning Ltd and the individual.

To promote the welfare of young people and vulnerable groups in all aspects of CANTO Learning Ltd and to ensure safeguarding arrangements are adhered to at all times.

To promote and adhere to Safeguarding Policies and Procedures.

To promote and adhere to Health and Safety Policies and Procedures.

To manager student conduct in accordance with CANTO Learning Ltd’s policies.

To ensure active promotion of and commitment to best practice in equality, diversity and inclusion.

Contribute and demonstrate fully and at all times the positive promotion and role modelling of the CANTO Learning Ltd’s core values, generic competencies and professional behaviours expected of all staff employed.

Undertake any other duties as required by the Senior Leadership Team and as may be reasonably expected commensurate with the post. This may include either temporary or permanent re-deployment to an equivalent grade of post with CANTO Learning Ltd.

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| HOURS AND BENEFITS |

Core hours are Monday to Friday 8.30am to 4.30pm (Friday 3.30pm) Totalling 36 ½ hours per week.

4 weeks paid annual leave per year in addition to bank holidays and the shut-down at Christmas.

Pension Scheme, subsidised catering, 24/7 Employer Assistance Programme, relevant paid training.

**A 42-week per annum pro-rated contract would be considered for the right candidate.**

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| SALARY |

Starting salary will be dependent upon skills, qualifications and experiences but will be between £9.90 and £11.50 per hour.

Please contact Sabrina Carmicheal for an application form on 01604 741150.

Closing date for applications is Friday 2nd July 2021.

**This position is subject to a satisfactory enhanced DBS check.**