Unlocking potential, changing lives

Job Title	SEND Annual Review and Medical Assistant
Location	Skipton, multi site
Rate of pay	Craven College Harmonised Pay Scale
Post No	B300

PURPOSE

To coordinate and chair EHCP Annual Reviews, providing administrative support to the SEND and Study Support departments. This includes arranging and facilitating review meetings, liaising with students, parents/carers and relevant professionals, ensuring all necessary documentation is completed and submitted, and maintaining accurate records to support compliance with statutory requirements and college procedures. To coordinate and manage Individual Healthcare Plans, ensuring plans are developed, regularly reviewed and updated in collaboration with students, parents/carers, healthcare professionals and relevant curriculum staff. To ensure plans are appropriately shared, accurately recorded and uploaded to college systems, in accordance with college policies and procedures.

Craven College aspires to be a leading college in digital education, and all business support staff are expected to possess the digital competencies relevant to their role. Staff are required to undertake continuing professional development to ensure their digital skills are up-to-date and aligned with the efficient and effective delivery of college services.

KEY RESPONSIBILITIES

This job description is a guide to the duties you will be expected to perform. These may change in the future in line with the strategic direction and development of the College.

SEND Support

- To book EHCP Annual Reviews
- To populate EHCP Annual Review Reports and disseminate key information prior to reviews.
- To Chair EHCP Annual Reviews and complete and submit corresponding paperwork within statutory time frames.
- Manage and coordinate individual healthcare plans, including arranging and conducting regular reviews, liaising with students, parents/carers and relevant

curriculum staff, sharing updated plans with appropriate individuals, and ensuring all plans are accurately uploaded and maintained on college systems.

- To provide administrative support during complex EHCP reviews and/or student meetings.

Across Team Responsibilities

- To work flexibly as an effective team member within the department
- To liaise effectively with students, staff and management across college.
- To manage time effectively, reprioritising workload as necessary to meet deadlines.
- Provide support for Open Evenings, taster days, enrolment and induction.
- You will be expected to be fully conversant with the college's range of equality and diversity and safeguarding policies and procedures, to ensure the health, safety and welfare of all learners and staff.
- To participate in the college's appraisal scheme and staff development activities as required.

This job description and person specification is current at the date of issue. Changing organisational needs may require the job description to change, within reason, after prior consultation with the post holder.

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PERSON SPECIFICATION

The person we are hoping to appoint will meet all the following essential requirements and some or all of the desirable requirements.

Essential Requirements

- Minimum education qualifications, GCSE Grade A*-C or equivalent in Maths and English.
- Excellent range of administrative skills with MS Office Applications.
- Knowledge of Education Health Care Plans and the statutory duties associated with these.
- Experience of chairing and participating in multidisciplinary reviews, coordinating input from relevant professionals and ensuring effective communication and collaboration.
- Excellent organisation and interpersonal skills and be able to effectively manage your time
- Ability to interpret and present full and accurate information, both verbally and in written format.
- Ability to produce work to a consistently high standard and to meet deadlines and compliance.
- Excellent customer service skills with the ability to empathise, adapt and change communication style to empathise with situations both verbally and written.
- Ability to interpret and apply procedural and guidance notes and instructions.
- Ability to assimilate and present full and accurate information, both verbally and in written format, in a clear and non-confrontational manner.
- Ability to deal with personal information in a confidential and sensitive manner.
- Experience of planning, organising and prioritising work to meet predetermined deadlines.

- Experience of working on own initiative with minimal supervision and managing competing priorities.
- Willingness and ability to function effectively as part of a team.
- Willingness and ability to work flexibly to meet the needs of the college.
- Ability to effectively use digital tools and platforms. Staff are required to undertake continuing professional development to ensure their digital skills are up-to-date and aligned with the efficient and effective delivery of college services or willing to work towards.

Desirable Requirements

- Experience of developing, implementing and reviewing individual healthcare plans. Experience of working collaboratively with students, parents/carers, healthcare professionals and curriculum staff to support individual needs.
- Experience of maintaining accurate, confidential records and managing sensitive information in accordance with data protection requirements.
- Knowledge of relevant legislation, guidance and best practice relating to healthcare support and the needs of students in an educational setting.

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CONDITIONS

A full DBS Certificate via the Disclosure and Barring Service will be required for this post.

VISION, MISSION AND VALUES

Vision: To be exceptional in everything that we do
Mission: Proudly serving our communities by delivering high quality education and training
Strapline: Unlocking potential, changing lives Unlocking potential

Values:

We are 'One College, One Team' working together in a respectful and considerate way to achieve our Vision and Mission

Our core values underpin our conduct and our decision-making

1.0 We are ambitious for our students and staff, striving for excellence in all we do
2.0 We act with integrity and build trust through respectful, consistent, transparent and ethical behaviours
3.0 We take responsibility and ownership for our actions and decisions. We hold ourselves and each other to account
4.0 We value professional curiosity and creativity seeking out new knowledge, ideas and embracing change to drive our progress

If you have not heard from us within 28 days of the closing date on this occasion you have not been shortlisted. Please feel free to apply for future roles as appropriate.

If you experience any difficulties in accessing any employment information or completing the College application form, please contact Human Resources HR@craven-college.ac.uk