

Date: September 2025
Post: EHCP Review & Cover Administrator
Scale: H3-H4 Depending on Experience
Responsible to: SENCO

This job description maybe amended at any time following discussion between the Headteacher and the post-holder, and will be reviewed annually.

COVER SUPERVISOR

MAIN ACTIVITIES

1. To plan and deliver the daily staff cover rota and to be responsible for cover related administration.

SPECIFIC RESPONSIBILITIES

- To receive calls from staff regarding their absence and enter on the staff absence form
- To organise daily cover for absent staff using the diary which details planned absences, meetings, school trips and training, plus unplanned absences.
- To make full use of the school calendar and ensure that all future events that require cover/timetable changes/room changes are identified, prioritised and planned for accordingly.
- To allocate cover effectively and efficiently to enable the school to operate with minimum disruption to the students. To inform relevant staff of any changes to the cover list.
- To produce a daily teaching cover timetable and individual timetables for supply teachers as necessary.
- To inform teaching staff of their cover responsibilities each day.
- Deal with any changes regarding cover arrangements and any issues arising. This requires mobility around the school to ensure that all messages are received by relevant members of staff.
- To manage and administer the cover email account for the delivery of cover work and advice from absent staff.
- To develop relationships with supply agencies (for long and short term supply) and decide which agencies are preferred suppliers to the school. This includes negotiating daily and hourly rates with supply agencies in order to achieve the best value for the school.
- To liaise with supply agencies on a daily basis and book supply staff as required.
- To meet and inform supply staff of their cover responsibilities, checking ID, DBS etc.
- To be the main point of contact for all supply staff
- To liaise with Deputy Headteacher and Department Leads with regards to supply teachers who are on a long term contract, ensuring that appropriate feedback is obtained from the department and fed back to the agency.
- To collate any issues with regards to the quality of cover work that has been set and inform Heads of Faculty when issues have arisen.
- To maintain and provide data with regards to cover within the school, including levels of cover undertaken by individual members of staff.
- To maintain records of supply staff used (including DBS information) and agency bookings
- To arrange cover for absent staff where necessary.
- To keep abreast of Cover Regulations for teaching staff and agency supply staff.
- Any other reasonable duties within the scope of this function and grading as directed by the Deputy Headteacher, Headteacher or School Business Manager.
- To act at all times in accordance with School policies and to provide a professional role model for students, parents and other staff.
- Any other duties that the Headteacher may reasonably require.

JOB DESCRIPTION

EHCP REVIEW ADMINISTRATOR

KEY PURPOSE OF THE JOB

To work under the direction of the Deputy Headteacher to be responsible for SEN administration in line with the SEN Code of Practice, statutory responsibilities and the school's policies and practices

MAIN ACTIVITIES

1. To be responsible for the scheduling and coordination of the annual review process (ensuring statutory requirements are met), including arranging review meetings, booking meeting rooms, sending invitations to attendees etc.
2. To be a key contact between the school and local authorities
3. Recording the discussions and decisions made during the review meeting, ensuring the EHCP is kept up to date with any changes in line with statutory requirements
4. Maintaining accurate records of the EHCP and the review process, ensuring all information is up to date and accessible, in line with GDPR
5. Ensuring the review process adheres to statutory guidelines and deadlines
6. Liaising with the local authority and outside agencies to ensure smooth communication and updates regarding the EHCP
7. Be a central point of contact for all matters related to the EHCP review process ensuring its smooth and efficient operation

SPECIFIC RESPONSIBILITIES

- Being a point of contact and advice for parents, the local authority and professionals for annual reviews, EHCPs and consultations
- Arranging meeting dates and times and inviting relevant people to EHCP review meetings
- Note taking and completion of paperwork related to the Annual review
- Liaising with professionals/providers regarding arrangements for individual children
- To collate and circulate all relevant information in line with the SEN Code of Practice, taking into account data protection/GDPR requirements
- On receipt of completed review documentation, check EHCP and ensure all relevant staff have most up to date version
- To ensure all communications and contacts with schools, parents and other agencies about SEN casework and general SEN issues are proactive, supportive, timely and constructive so that confidence in the school is maintained and improved.
- To develop and maintain professional, supportive working relationships with key staff in schools and other services in the locality
- To ensure all written correspondence and documents are accurate, well structured, reflects local and national requirements, including SEN legislation, and is sensitive to the perspective of the recipient
- To input and maintain database records as required
- To attend a range of meetings with parents, school staff, officers of the authority and professionals as required. This may include initiating arranging and chairing some meetings
- To undertake any other duties as may be reasonably requested by the Deputy Headteacher

OTHER DUTIES AND RESPONSIBILITIES

1. To safeguard all stakeholders, including being mindful of GDPR
2. To adhere to school policies, processes and systems
3. To attend daily and weekly meetings, in accordance with school processes

Equal Opportunity

The post holder will be expected to carry out all duties in the context of and in compliance with the Schools Equal Opportunities Policies.

FURTHER RESPONSIBILITIES

Those that you do either on a paid basis, or voluntarily:

1. Undertake a specified amount of Supervision duties if applicable
2. Offer specific activities to further enrich and develop the experience gained by the pupils' during their time at Pinewood School

JOB DESCRIPTION

3. Undertake any additional duties and responsibilities that the Headteacher may, from time to time, request

It is not always possible to define completely the duties and responsibilities and the Headteacher may vary these from time to time without changing their general character or the level of responsibility entailed.

Date of issue:

Signature of Post holder

Signature of Headteacher