

# **Bespoke Package and Alternative Provision Coordinator**

## **Chadsgrove School Support Services**

### **Pathways Provision**

**Directly line managed by: Head of Service**

#### **The role will involve:**

- Close communication with the Local Authority (LA) regarding new referrals and existing pupil review paperwork
- Close communication with the Head of Service regarding bespoke package plans and EOTAS (Education Other Than At School) provision
- Ensuring consultations are effectively reviewed and responses sent in a timely manner to referring agencies
- Close working with the Service's central administration team to ensure timely allocation of specialists
- Generating invoice lists (in conjunction with Service Administration Manager) for Local Authority referrals on a half termly basis
- Tracking EHCNA applications and updating both Head of Service and link specialist teachers at weekly Internal Team Around Child (ITAC) meetings
- Action and coordinate transdisciplinary input post ITAC meeting (e.g. LST, OT input)
- Ensuring weekly progress review updates are sent to the LA and parent carers via secure email
- Liaison with LA transport to arrange taxis/transport for pupils at Pathways Stage 2 and 3 or Stage 1 'bolt on' provision
- Submission of weekly mileage claim sheets to LA for parent carers transporting pupils to and from provision
- Coordinate Parent Carers Matter (parental group) evenings: newsletters, letters, IAG sessions, and LA updates
- Attend half termly Parent Carer evening
- Capture long term outcomes regarding final destinations of pupils
- Liaise with schools regarding paperwork, procedures, and review meetings
- Liaise with the Head of Service to ensure information on the *Dynamic Purchasing System* is kept up-to-date and live
- Liaise with external providers to ensure pupil's holistic needs are being met across provisions
- To liaise and organise training for schools named as 'educational provider/setting' in a pupil's EHCP, or identified by LA, as part of the Pathways transition package
- Wider stakeholder engagement with: LA, external agencies, other alternative provision providers
- In liaison with the Head of Service, maintain accurate cohort lists for Stage 2 and 3 provisions (to include pupils awaiting transition), as well as 'bolt on' provision at Stage 1, and liaise with staff and parent carers re: transition visits and timings
- Update weekly pupil attendance tracking data and update Head of Service
- Ensure provision prospectus and website is accurate
- Ensure initial permission forms are completed and returned by parent carers prior to pupils starting

**Other areas:**

- Attendance at weekly ITAC meetings (onsite at Pathways Stage 2 provision)
- Ensure up-to-date knowledge is maintained regarding LA's duty of care to provide education under The Education Act is maintained
- Ensure a working knowledge of Chadsgrove School Support Services' service packages is maintained
- Anything else deemed appropriate by the Head of Service in order to carry out the role effectively.