



VACANCY DETAILS			
Post applied for:	Family Liaison Worker & EHCP Co-ordinator	Closing date:	Tuesday 5 th November 11.59pm
School/Department:	Cury School	Interview date:	12 th November 2024
Hours	35 hours per week (8:00-15:30), 39 weeks per year (term time plus INSET days) plus 12 days to be worked during the holidays (41.4 working weeks – 48.2471 paid weeks per year)	Salary details	£25,350 FTE (actual £22,189.34)
Contract	Permanent	Starting Date	09/12/2024

About Cury School:

Cury School is a new primary school catering to students with Social, Emotional, and Mental Health (SEMH) needs. Cury school is situated in a beautiful and inspiring part of Cornwall and is a satellite provision of Nancealverne School in Penzance. We pride ourselves on providing tailored support and education to empower our students to thrive academically, socially and emotionally.

We are seeking to appoint an energetic and enthusiastic **Family Liaison & EHCP Co-ordinator** to work as part of a wider team at Cury School.

Overview of Role:

The successful candidate will be required to work alongside class teachers and other support staff and to follow any recommendations/guidance from multi agency teams.

The role will involve working with pupils and their families to enable them to learn effectively and participate in home and school activities, assisting with accessing resources, promoting good attendance and creating packages of support.

To manage and coordinate the Annual Review of Education Health Care Plans (EHCPs) of pupils within relevant settings, adhering to the statutory processes and timelines in the SEND Code of Practice and to complete all administration relating to School Reports.

Skills and Experience:

- Experience of supporting pupils with challenging behaviours, severe physical and/or learning difficulties.
- Experience of working with children who have SEN in either a mainstream or special school provision.
- A warm and empathetic personality is vital, as is a desire to work professionally with others to ensure we provide the best possible support for our pupils.
- The ability to organise work and to take effective decisions while working under pressure
- Strong administrative skills and experience.

We value our employees and offer excellent training and support along with an Employee Assistance Programme and other well-being benefits.

Application Process:

Application packs are available from the Nancealverne School Website (www.nancealverne.org.uk) and the Cury School website (www.curyschool.org) and should be returned to:

Jessica Jackson, School Administrative Manager, Nancealverne School, Madron Road, Penzance, Cornwall TR20 8TP or via email to jjackson@nancealverne.org.uk Telephone: 01736 365039.

Cury School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. An enhanced DBS check and satisfactory references will be required for the successful candidate.

Following KCSIE, a basic online search will be conducted on all shortlisted candidates prior to interview.

Join us in making a real difference to the lives of children with SEMH needs. Become a part of our dedicated team at Cury School and help shape the future of our provision.

