

JOB DESCRIPTION

**Subject to the current agreed terms and conditions
of employment as set out in the college staff manual**

Job Title: EHCP Co-ordinator

Job Purpose:

- 1. Coordinate support for 16-19 students with an EHCP**
- 2. Contribute to the wider work of the department.**
- 3. Any other duties**

Accountability to: Director of Student Support

Responsible for: No staff

Key Responsibilities and Key Tasks:

1. Coordinate support for 16-19 students with an EHCP/High Needs

- a) Work with the Director of Student Support and Admissions Team to process applications, interview and enrol 16-19 students with an EHCP.
- b) Complete EHCP consultations in the timescale specified by the Local Authority.
- c) Manage the 16-19 EHCP Annual Review process ensuring compliance with Local Authority systems.
- d) Monitor teaching and learning support for all students with an EHCP/High Learning Needs providing specialist training, advice and guidance to teaching staff, where required.
- e) Liaise with Local Authorities and parents/carers and conduct EHCP Annual Reviews for named 16-19 students.
- f) Liaise with feeder schools and universities to support transition arrangements for 16-19 students with high learning needs or an EHCP.
- g) Liaise with SEND Specialists and external agencies who support EHCP and 'High Learning Needs' students, including HI Advisor, VI Advisor, physiotherapists, social workers and Local Authorities.
- h) Co-ordinate SEND specialist/external agency visits and any staff training that is required.
- i) Share specialist recommendations and feedback with relevant staff.
- j) Complete High Needs Funding Applications for eligible 16-19 students with an EHCP
- l) Participate in progress meetings with parents, students and teaching staff.
- m) Collaborate with the Director of Student Support and the Study Support Co-ordinator regarding the transition arrangements for identified students, including the organisation of Familiarisation Day.



2. Contribution to the wider work of the department

- a) Attend Student Support meetings.
- b) Undertake staff professional development, additional subject training and skills, updating as required and in accordance with college policies & procedures.
- d) Participation in special arrangements and invigilation for examinations.

3. Any other duties

- a) Undertake any other reasonable tasks as required.

