

<b>Job Title</b>	EHCP Coordinator
<b>Date</b>	June 2025
<b>Department</b>	SEND
<b>Reports to</b>	Assistant Head – Inclusive Learning

### **Purpose of the Role**

We are seeking a dedicated and detail-focused EHCP Coordinator to join our inclusive and compassionate school, playing a pivotal role in ensuring pupils with Education, Health and Care Plans (EHCPs) receive the support they need to thrive.

This is an administrative role, working closely with the SENCo and SEND leadership team to monitor and coordinate provision for pupils with EHCPs. While not working directly with pupils, you will be instrumental in ensuring that statutory responsibilities are met and that the school remains fully compliant in its SEND provision.

### **Departmental Information**

#### **Senior School (Learning Support)**

Ackworth's dedicated Learning Support Department provides tailored assistance for pupils with special educational needs and/or disabilities (SEND), or those needing help with specific areas of learning. The goal is to ensure all pupils have the best opportunity to succeed alongside their peers, through support such as timetable adjustments, one-to-one interventions, and exam access arrangements. Support is adapted to individual needs, ranging from short-term interventions to more sustained help, including for those with Education, Health and Care Plans (EHCPs). Approximately 5 pupils have EHC Plans.

#### **BRIDGE**

BRIDGE is a newly developed provision within the Senior School, designed to support pupils with special educational needs and/or disabilities, including those with EHCPs. It offers a safe, nurturing environment with access to subject specialist teaching, personalised timetables, one-to-one and small group interventions, therapeutic support (including counselling, speech and language, and emotional literacy), and access to the Wellbeing Hub. Guided by the principles of Belonging, Respect, Inclusion, Diversity, Growth and Equality, BRIDGE ensures that all pupils are supported to grow in confidence, develop resilience, and thrive both academically and personally. Approximately 15 pupils have EHC Plans.

## **Autism Resource**

Autism Resource offers 1:1 and small group enhanced provision for pupils in KS3 and above with Autism Spectrum Condition. Typically, pupils are able to access a programme of formal learning, with support. Within Autism Resource, our specialist team deliver targeted interventions to support academic attainment, progress towards EHCP outcomes, therapeutic programmes, preparation for adulthood and emotional literacy. Approximately 37 pupils have EHC Plans.

## **Main Roles and Responsibilities**

- Lead and coordinate the Annual Review process for all pupils with EHC documentation, and chair review meetings with parents, carers, professionals and internal staff.
- Maintain a thorough knowledge of each pupil's EHCP, particularly Sections B, F, and E, ensuring all educational and therapeutic interventions are clearly understood, up to date, and appropriately implemented.
- Monitor the delivery of interventions and support detailed in Section F, ensuring they are in place and regularly reviewed for effectiveness, in collaboration with the SENCo and teaching staff.
- Ensure compliance with all statutory duties relating to EHCPs, liaising with local authorities and external professionals as required, ensuring Annual Reviews, amendments, and correspondence are completed in line with legal requirements and best practice.
- Support the SENCo and SEND leaders in preparing for inspections, audits, and internal reviews relating to SEND provision and statutory compliance.
- Play a key role in the transition of EHC Plans between settings and key stages.
- Uphold the school's Quaker ethos by demonstrating empathy, discretion, and respect in all interactions, fostering a culture of inclusion and integrity.

<b>Person Specification</b>
<p><b>Educational Attainment and Qualifications</b></p> <p>Educated to A Level or equivalent (essential).</p> <p>Recognised teaching qualification, such as PGCE or equivalent (desirable).</p> <p>SENCo qualification (desirable).</p>
<p><b>Experience, Knowledge &amp; Skills</b></p> <ul style="list-style-type: none"> <li>• Experience in coordinating EHCPs and managing the Annual Review process in an educational setting.</li> <li>• Excellent knowledge of the SEND Code of Practice (2015) and statutory requirements related to EHCPs.</li> <li>• Outstanding organisational and administrative skills, with a keen eye for detail.</li> <li>• Strong written and verbal communication skills, including confidence in chairing meetings with multiple stakeholders.</li> <li>• Ability to work independently, prioritise tasks and manage sensitive information with discretion.</li> <li>• A commitment to inclusive education and a reflective approach that aligns with Quaker principles.</li> <li>• Confidence working with local authorities, families, and multidisciplinary teams in a respectful and professional manner.</li> <li>• Proficiency in using digital tools for data management, report writing, and tracking provision.</li> </ul>

Ackworth School is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. All staff are required to understand and adhere to the Schools Health and Safety policies.

Job descriptions may be subject to review from time to time and can be altered or amended to meet the changing requirements of the School. They are not designed to limit the extent of the role but instead to outline the main tasks and responsibilities.