EHCP COORDINATOR – SEPTEMBER 2026

We are seeking to appoint a dedicated and detail-focused EHCP Coordinator to join our SEND department, 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 SENDCo 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.

Ackworth School, a co-educational boarding and day school, was founded in 1779 by the Religious Society of Friends (Quakers). It maintains its ethos and traditions and is still governed by the Society. The school is academically non-selective and provides an excellent range of facilities and co-curricular opportunities, recently achieving fantastic feedback in the ISI inspection (January 2026). The Head is a member of both HMC and the Society of Heads.

As a non-selective school, we offer a broad education that supports all abilities. Our small class sizes mean that our teachers can dedicate more time to deliver a rich curriculum, allowing all pupils to make progress. Our pupils are one of Ackworth's USP's. Visitors to the school never fail to acknowledge how amazing they are and how positive the encounter is. This is something that makes a career at Ackworth such a rewarding one.

The Learning Development Centre provides tailored support for pupils with special educational needs and/or disabilities across the school, including those with EHCPs. This includes provision within Coram House (Junior School), the Senior School, and specialist settings such as BRIDGE and the Autism Resource. Support is highly personalised, ranging from targeted interventions to more sustained provision, ensuring all pupils have the opportunity to succeed alongside their peers.

Working closely with the SENDCo and wider team, the EHCP Coordinator will take responsibility for managing and coordinating the full EHCP cycle. This includes leading Annual Reviews, maintaining accurate tracking systems, liaising with local authorities and external professionals, and ensuring all documentation is completed to a high standard and within statutory timelines. You will act as a key point of contact for families and professionals, ensuring communication is clear, timely and supportive.

You will play a vital role in maintaining compliance with the SEND Code of Practice, supporting audits and inspections, and ensuring that provision outlined in EHCPs is implemented, monitored and reviewed effectively. The role requires excellent organisational skills, attention to detail, and the ability to manage sensitive information with professionalism and discretion.

The successful candidate will be educated to A Level (or equivalent) and have experience of coordinating EHCPs and managing Annual Reviews within an educational setting. A strong understanding of SEND legislation and the EHCP process is essential, alongside excellent communication and administrative skills. A teaching qualification or SENCo qualification would be advantageous.

As a relatively small school, around 430 pupils in total, we enable pupils and staff to immediately become part of our community and we hope that, if this role is something that resonates with your skills and values, you will become a key part of the Ackworth School community.

The salary for this role is £26,669.08 (£35,020.00 FTE) based on working Monday – Friday term-time only (34 weeks per year).

In return we offer:

- a generous fee remission of 50% for the children of our staff.
- all food and refreshments during the working day.
- free on-site parking.
- flexible pension and wellbeing benefits.
- 34 working weeks
- a supportive and friendly environment based on the Quaker ethos of the school.
- a beautiful working location in an ideal location within easy travelling distance of the main centres of Sheffield, Leeds, Doncaster and York.

Completed school application forms should be submitted with a cover letter of no more than one page and should be sent by email to: jobs@ackworthschool.com

Closing Date: Wednesday 2nd September at 9:00 a.m.

Interviews will be held within 7 days on advert closing. We reserve the right to see candidates prior to the closing date so early application is recommended.

Applicants should read carefully the Recruitment, Selection and Disclosure Policy. Our recruitment privacy notice is also available on our website within "Working For Us".

Ackworth School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and all applicants will undergo child protection screening, including checks with past employers and an enhanced DBS and Barred list check with Disclosure and Barring Service. Applicants should also be in sympathy with the School's Quaker ethos.

For an informal and confidential discussion, please contact Ellie Spendlove on 01977 233600 or ellie.spendlove@ackworthschool.com