



### Job Description

<b>JOB TITLE:</b>	<b>EHCP Annual Review Lead</b>
<b>REPORTS TO:</b>	<b>Head of Assisted Learning Support</b>
<b>Salary:</b>	<b>Support Pay Scale</b>
<b>CAMPUS:</b>	<b>Langley travel to other sites as required</b>
<b>JOB PURPOSE:</b>	To lead and facilitate annual reviews across the group to guarantee compliance with legal and regulatory standards.

**N.B. This job description is current at the date of issue. It will be reviewed annually and may be updated by the Principal.**

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#### **The main duties and responsibilities of the post include the following:-**

1. Chair annual review meetings for students with EHCPs
2. Support the Annual review paperwork process by creating individual paperwork and proof read internal professionals feedback ready to send to external stakeholders
3. Facilitate constructive discussions during the meetings to ensure that the student's needs, progress, and future goals are fully considered.
4. Ensure that all involved parties are kept informed about the progress of students and any decisions made during the review process.
5. Submit the annual review report and any other necessary documentation to local authorities in a timely manner.
6. Ensure that action points and recommendations from the review meetings are followed through and that progress is tracked.
7. Support the implementation of any necessary adjustments to the EHCP, ensuring that changes are communicated effectively to all involved parties.
8. Ensure that all EHCP reviews meet the requirements set out by the local authority and relevant legislation.
9. Keep up to date with changes in legislation and best practice related to EHCPs and special educational needs.
10. Ensure that the review process is inclusive, person-centered, and aligned with the individual student's needs and goals.
11. Provide training and support to staff on the EHCP review process, ensuring that they understand their roles and responsibilities.
12. Offer guidance to new staff members and support teams on how to engage effectively in the annual review process.



## **NOTE**

The post may be based at one of the current College campuses, but the duties of the job may require the post holder to work remotely online should the situation require it.

It is the College's policy to establish and maintain a Risk Register and a Risk Management Policy. It is a condition of your employment that you become aware of these documents and that you follow the objectives and procedures of good risk management in your areas of work.

This post is exempt from the Rehabilitation of Offenders Act 1974. For further details on our policy on the Recruitment of Ex-Offenders can be found [here](#).

The post holder is required to have a commitment to:

- The continuing development and implementation of the College's Diversity & Equality Policy.
- The management of risk within the College
- The health and safety of staff, students and visitors in general and the College's policies and procedures in particular.
- The principles and procedures set out in the [College's Safeguarding and Child Protection Policy](#).
- The principles and procedures set out in the College's Data Protection Policy

Oct 25



**PERSON SPECIFICATION**  
EHCP Annual Review Lead

	Essential	Desirable	Source of Evidence
<b>EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS</b>			
Qualification in education, special education, or a related field (e.g., SENDCo, teaching qualification, social work qualification).	✓		AF
A Level 2 qualification (GSCE A-C or equivalent) in English (Please state this in your application form)	✓		AF
A Level 2 qualification (GSCE A-C or equivalent) in Maths (Please state this in your application form)	✓		AF
<b>EXPERIENCE</b>			
Experience working within a college or school setting, particularly with students with special educational needs.		✓	AF/IV
Familiarity with the local authority's processes and procedures for EHCP reviews		✓	IV
<b>SKILLS, KNOWLEDGE AND ABILITIES</b>			
A thorough understanding of the Special Educational Needs and Disability (SEND) Code of Practice and the EHCP process.	✓		AF/IV
Experience in coordinating or facilitating meetings, preferably related to education or special needs.	✓		AF/IV
Strong organizational and time-management skills, with the ability to manage multiple tasks and deadlines.	✓		IV
Excellent communication skills, both verbal and written, with the ability to engage a wide range of stakeholders.	✓		IV
Ability to work independently, as well as part of a team	✓		IV
Empathy, patience, and a commitment to providing the best outcomes for students with additional needs.	✓		IV
Knowledge of relevant data protection and safeguarding regulations	✓		AF/IV

**KEY:**

Evidence of all of the elements marked AF or AF/IV must be present in the application form in order to be shortlisted for an interview

All of the elements marked IV will be assessed at interview.

All of the elements marked AF/IV will also be assessed at interview.

All or some of the elements may be assessed by the Test/Presentation