

Job Description

JOB TITLE:	Education, Health & Care Plan (EHCP) Coordinator-Foundation
HOURLY RATE/SALARY:	Scale J £32,561 to £35,253
HOURS:	37 hours per week
REPORTS TO:	Head of Foundation
CAMPUS:	BCA and Langley

JOB PURPOSE:

The Education, Health and Care Plan (EHCP) Coordinator will report to the Head of Foundation, supporting the provision of outstanding educational leadership. The post holder will be responsible for managing the EHCP process (Foundation), including initial assessments, provision mapping, annual reviews and liaising with internal and external professionals, parents and young people. The post holder will work alongside the Foundation Head of Department to oversee the provision for students with EHCPs across BCA, Slough and Langley Colleges. Applicants must have experience managing the Education, Health and Care Plan process and in-depth knowledge of the SEND code of practice.

The key purpose of this role is to manage the EHCP process, ensuring we are compliant with the SEND Code of Practice. The post holder must have excellent communication and organisational skills, along with the confidence to lead the College to provide outstanding SEN provision.

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

The description of key duties is a guide to the work that you will initially be required to undertake, however this is not a comprehensive list. This may be changed from time to time to meet changing circumstances and is reviewed in the Appraisal Process.

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

1. Managing and coordinating the EHCP process including; initial assessments, provision mapping, annual reviews, evidence gathering and liaising with internal and external professionals and parents, whilst having regard to the SEND Code of Practice.
2. Ensuring the needs of all students with EHCPs are met and they are supported to make good progress.
3. Coordinating and monitoring provision for students with EHCPs.
4. Liaising with Local Authorities, college staff, external professional's, parents and students as required.
5. Assisting the HoD to ensure the department/College is fully compliant with all aspects of the SEND Code of Practice.

6. Offering practical support and advice to staff, enabling them to offer high quality provision and support to EHCP students.
7. Delivering staff training and development across college.
8. Work with the HoD to provide dynamic leadership and direction.
9. To be proactive in developing departmental policies and procedures.
10. Develop and oversee the delivery of EHCP provision across College.
11. Undertake such other duties compatible with the post as may be required by the College Senior Management Team.

In addition to the specific tasks which distinguish one job from another and the terms and conditions in contracts of employment, all staff have common responsibilities which are also integral to their terms of employment.

These are as follows:

- To perform your responsibilities to a high level of professional and personal competence, maintaining a high standard of effectiveness and quality in all aspects of your work.
- To maintain a focus on your duty of care responsibilities, particularly in relation to students under the age of 18.
- To encourage students to respect others and value their individuality.
- To safeguard the reputation of the College and promote College achievements.
- To encourage students and visitors to take a pride in their environment and treat it with respect.
- To protect confidential information about, or in the possession of, the College.
- To promote diversity and inclusion in the conduct of your work.
- To undertake training and personal development as required to fulfil your responsibilities and develop your potential.
- To follow and promote all statutory regulations and College standing instructions, policies and procedures including regulations for students, security and emergency procedures.
- To maintain and encourage others to follow College policies on Health and Safety.
- To maintain high standards of welfare of animals at all times and encourage the same in others.
- To keep informed of new developments in your own field and act as mentor for colleagues as appropriate.
- To maintain at all times, good professional relations with colleagues, students and the public.
- To dress appropriately to maintain standards in personal presentation, tidiness and safety.
- To keep physical assets belonging to the College in good order and free from damage and misuse and report maintenance and repair promptly.
- To use College resources in as efficient a way as possible, minimising waste and protecting them from theft or loss without incurring undue personal risk.
- To observe College policies and practices for the protection and enhancement of the environment, and be aware of and comply with the environmental legislation relating to all aspects of the College's resource and property management.
- To take personal responsibility for acting professionally and competently when serving as a college representative internally or externally on a committee or at an event.
- To ensure that you read and understand College regulations and policies described within the staff handbook.
- You are required to share the commitment to keep all our students safe whilst in College, with a specific focus on those under eighteen years old and all vulnerable adults, by contributing to:

- The provision of a safe environment for students to learn in the education setting
- Identifying students who are suffering or likely to suffer significant harm, taking appropriate action with the aim of making sure they are kept safe in the education setting in line with College policy and procedures
- Undertaking responsibilities towards learners and younger client groups with regards to 'Duty of Care', Every Child Matters and College Safeguarding responsibilities.
- This job description is current as at the date shown below. In consultation with you, it is liable to variation to reflect changes in the job.
- In addition to the above, you may be required to undertake such other duties as the Principal or Vice Principals may require and as may be reasonably commensurate with your grade including weekend and evening working.
- You will be expected to participate in development reviews and undertake personal development and training which may be of benefit to you and the College. You will also be required to undergo Emergency First Aid Training and undertake the duties of a College First Aider.
- You will be required to hold a clean current driving licence and to drive College vehicles as appropriate towards supporting the responsibilities.
- You will be expected to observe the College's 'Common Responsibilities' as integral to your job description.
- All employees have a responsibility for their own safety and must not endanger that of colleagues/visitors etc. in the workplace, in accordance with legislation and the College's Safety Policy

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 not 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

January 2023

PERSON SPECIFICATION

Education, Health & Care Plan (EHCP) Coordinator- Foundation

	Essential	Desirable	Source of Evidence
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS			
A degree or equivalent and experience working with students with SEN.	Yes		AF/IV
Level 2 English	Yes		AF/IV
Level 2 Maths	Yes		AF/IV
EXPERIENCE			
Experience working with students with SEN within an FE environment.	Yes		AF/IV
Experience of managing the EHCP process whilst following the SEND Code of Practice.	Yes		AF/IV
SKILLS, KNOWLEDGE AND ABILITIES			
Outstanding written, oral and presentation skills and ability to prepare numerical and written reports and analysis; prioritising and managing time effectively to achieve given targets and deadlines.	Yes		AF/IV
Able to work flexibly and on own initiative to meet the needs of the College.	Yes		AF/IV
Well-developed interpersonal skills resulting in the ability to represent the College in meetings and to work effectively as part of a multi-disciplinary team.	Yes		AF/IV
Robust knowledge of the SEND Code of Practice and responsibilities of an FE provider.	Yes		AF/IV
Up to date knowledge on procedures for college inspections including Ofsted.	Yes		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