

**FURTHER INFORMATION**  
**EHCP AND ACCESS ARRANGEMENTS COORDINATOR**

**Application Requirements**

The successful candidate will have provided a strong supporting statement explaining their reasons for applying for the post and addressing the responsibilities identified in the Job Description.

**The Post:**

The EHCP and Access Arrangements Coordinator plays a key role in supporting students with Education, Health and Care Plans (EHCPs) and ensuring appropriate exam access arrangements for those with additional learning needs. The role involves working closely with students, parents, staff, and external agencies to ensure that statutory requirements are met and that students receive the necessary support to succeed. You will assist the Director of Additional Learning Needs in managing all ALN activities from admissions to ongoing support.

**Hours:**

Full time Term time 36 hours a week, (consideration may be given to Part Time applicants on a job share basis)

**Salary:**

The post is term time + 2 weeks (41 weeks) and commences 22 April 2025. Salary £28,408.00 (FTE) (Actual Salary, £22,287.59) inclusive of fringe area allowance.

**College Year:**

The College year runs for a period of twelve months from 1<sup>st</sup> September – 31<sup>st</sup> August, with the Autumn term often starting in the last week of August. Term time is 39 weeks.

**Closing date:** 8 am Thursday 24 April 2025

**Interviews to be held:** Thursday 1 May 2025