

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:

Substantial Part time, Term time only (flexible working patterns involving the core College day will be given consideration)

Salary:

The post is term time (39 weeks) and commences as soon as possible. Salary £29,544.00 (FTE), Actual Salary for 30 hours a week is £22,008.60 (inclusive of fringe area allowance).

College Year:

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

Closing date: 9 am Wednesday 5th November 2025

Interviews to be held: Wednesday 12th November 2025