



Job Title: EHCP and Access Arrangements Coordinator

Line Manager: Director of Additional Learning Needs

Summary of Job

To assist the Director of Additional Learning Needs in the administration of EHCP, Access Arrangements and general ALN activity.

Responsibilities

Main responsibilities:

EHCP:

- To work with the Director of Additional Learning Needs in organising EHCP (Education and Health Care Plan) review meetings as required and to complete and send the relevant documentation after each review.
- Maintain accurate records and ensure all EHCP-related documentation is up to date.
- Coordinate the Annual Review process, gathering, completing and sharing relevant paperwork, ensuring compliance with legal and local authority requirements.
- To have oversight of the EHCP Consultation process, managing communications, deadlines, and ensuring efficient online storage of relevant documentation. Organise the EHCP transition programme in the Summer Term.

Access Arrangements:

- To assist with student enrolment as part of the Additional Learning Needs team.
- To liaise with schools to request "Form 8" and relevant medical evidence from external parties to support Access Arrangement applications to JCQ.
- To gather relevant Access Arrangement evidence as needed to support applications to the Joint Council for Qualifications (JCQ), including assessment evidence from subject teachers.
- To complete Form 8s, Form 8RFs and Form 9s and make applications to JCQ for student Exam Access Arrangements.
- To ensure that the College database is kept up to date to accurately reflect Exam Access Arrangements.
- To maintain all associated Access Arrangement files via the College database in an inspection-ready state and to assist during inspections.
- To assist the Director of Additional Learning Needs in liaising with the Exams Team to ensure students' Access Arrangements are applied appropriately in external examinations.
- To manage the administrative functions relating to Access Arrangement assessment and screening (organizing initial assessment sessions, inviting students to assessments, ordering and setting up the screening software and supporting the Specialist Assessors with assessments).
- To inform students of the outcome of their assessments and update the database accordingly.
- To ensure that past students can be sent their access arrangement forms in a timely fashion.
- To have oversight of room bookings in the Additional Learning Needs Centre and to coordinate Access Arrangement support requests in line with the timetable managed by the Director of Additional Learning Needs.
- To oversee the Access Arrangements inbox.

General

- To communicate with teachers regarding incomplete Learning Support referral forms.
- To access the Additional Learning Needs email inbox, responding to general queries about support, EHCPs and Access Arrangements, and forwarding emails as required to the Director of Additional Learning Needs.
- To attend regular meetings with the Director of Additional Learning Needs.
- To be willing to undertake regular training and development relating to the role.
- To participate in college line management and appraisal systems
- To demonstrate an awareness and commitment to equality, diversity and inclusion health and safety, and safeguarding
- To carry out other tasks, as may be reasonably required by the and Director of Additional Learning Needs.
- To carry out other reasonable requests as may be required from time to time by The Principal.