Hertford Regional College
Job Description and Person Specification

Job Title:	**EHCP Coordinator**	**Post No:**	
Department/ Team	Learning Support	**Grade/ Salary:**	S6
Reports to:	HNF Team Leader		
Responsible for:	**N/A**		

Job Purpose

Collaborate effectively as a team member to provide learning support for SEND and Cross College learners. Assess and recommend suitable support strategies for all learners across college provisions, with a particular focus on those with EHCPs and High Needs Funding. This includes developing Support Plans, delivering training on specific learning difficulties and behavioural strategies, and working closely with curriculum teams to implement effective differentiation strategies. Coordinate the EHCP process for learners at HRC, ensuring timely responses to consultations and conducting annual reviews, with updated EHCPs sent to local authorities.

Main Responsibilities

1.	To work with SEND professionals and College staff to assess learners with additional needs and recommend the support they will need to learn and achieve at HRC.
2	To work with HNF Team Leader to assess and advise on type of learning support and the amount of learning support hours necessary to provide learners with effective support
3	To work together with ALS and SEND Team Leader, Transition Support Workers and Learning Mentors to offer advice and guidance for learners who have additional support needs through transition from school to college and whilst in college.
4	To compile and update Support Plans, EHCP annual reviews and contribute to exam access arrangement documentation.
5	To provide high quality guidance on differentiation strategies to enable Personal Tutors and Lecturers to effectively facilitate and support the learning of all individuals.
6	To maintain close links with tutors and support staff to enable effective review of students' progress.
7	Ensure relevant Managers and tutors are informed of incoming EHCPs and the associated Support Plans
8	To coordinate the Education Health Care Plan process for learners, ensuring that consultation responses and annual reviews are completed in a timely manner. This includes liaising with parents/carers and all external agencies involved with the learners.

9	To ensure the collection, checking and inputting of information relating to EHCP learners across relevant College systems such as ProSolution and ProMonitor to support the successful monitoring and evaluation of Learning Support provision.
10	To take part in marketing and promotion activities including Open Days, parents' evenings and taster events
11	To support and further and the College's Equal Opportunities Policy and arrangements for the Policy's implementation
	Other Duties
12	Undertake other tasks, as directed, to meet the needs of the College; work flexibly; and take personal responsibility for retaining and developing competence
13	Support, comply and promote the College's equality and diversity, health and safety, smoking, safeguarding, and other policies, processes, arrangements and objectives.
14	To adhere to the Risk Management Policy and to notify their line manager of any identified risk.

This is a description of the job as it is presently constituted. It will be the practice of the College periodically to re-examine employee's job descriptions and to update them to ensure that they relate to the job being performed or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager and those working directly to her/him. You will, therefore be expected to participate fully in such discussions and in connection with them to re-write your job description to bring it up to date if this is considered necessary or desirable, and to discuss these changes with your immediate supervisor. It is the College's aim to reach agreement on reasonable changes by joint discussions but if agreement is not possible, the College reserves the right to introduce those necessary changes to the job description after consultation with you.

Hertford Regional College
Job Description and Person Specification

Person Specification

	Essential	Desirable	Assessed by
Education and qualifications*	An appropriate qualification at degree level/Level 4 or appropriate professional qualification GCSE Maths and English at grade C or Level 2 English/Maths or willingness to obtain this within a specified time frame	A recognised teaching qualification High level of English, Maths and IT skills	Application
Experience	Experience of working in education. Experience of providing accurate and timely advice and guidance. Working to targets and deadlines. Experience of supporting individuals with SpLD Experience of working with learners with disabilities/learning difficulties. Experience of developing support plans for learners and EHCP processes	Experience of working within the FE/Post 16 sector. Experience of delivering training to colleagues on specific learning difficulties/ behavioural strategies	Application/ Interview
Knowledge and Ability	Organisational skills. High standards of efficiency and effectiveness. Ability to work as part of a multi-disciplinary team. Excellent written and verbal communication skills.	Understanding of JCQ rules. Knowledge of the SEND Reforms	Interview/ Probation
Qualities and Attributes	Learner-focused. Flexible. Motivated and enthusiastic. Team building skills.		Probation

	Tolerance and the ability to work well with range of learners and colleagues. Commitment to own continuing professional development. Ability to work under pressure.		

This is a description of the job as it is currently constituted. Job descriptions are periodically updated to reflect changing requirements or practice. The aim is to reach agreement on reasonable changes with the post-holder, but the College reserves the right to introduce such changes if agreement cannot be reached

Equal Opportunities
An awareness of the implications of an Equal Opportunities policy for Further Education and a willingness to support the development of equal opportunities in the College

Other Information
Only drivers who hold driving licences pre January 1997 are eligible to drive our minibuses, unless they have passed a PCV driving test

- All staff may be required to undertake Fire Marshall duties