



THE BEWDLEY SCHOOL
Learning for Life - Achievement for All

The Bewdley School
Stourport Road,
Bewdley,
Worcestershire,
DY12 1BL
Telephone 01299 403277
office@bewdley.worcs.sch.uk

Age range: 11 – 18

NOR: 974

EHCP Manager (Full Time – Permanent)

Salary Scale SO2 (Term-Time Only: £32,745 - £33,570) based on 37 hours per week

Required for September 2026

We are seeking a specialist Education Health and Care Plan (EHCP) manager with the skills and experience to work with the SENDCo to manage reviews and provision arrangements for students with EHCPs. This new role has arisen in response to the substantially increased number of students in the school with EHCPs, which is currently around 50. It will include managing consultation responses and specialist evaluations, compiling and synthesizing this information to inform review and planning meetings. The role will also entail deployment of learning support staff and supporting learning across the school.

Responsibilities will be negotiable, but will include:

- Support with administrative work for external agencies (EHCP and Access Arrangements)
- Support with preparation for parental meetings, including collation of materials for EHCP reviews
- Liaise with colleagues to compile evidence to inform in school intervention work and external referrals
- Support with the day-to-day deployment of the Teaching Assistant team
- Support with whole school learning strategies as and when the need arises

A detailed job description will be agreed with the successful candidate, as this is a new role for the school. Teaching experience is essential, as everything related to EHCP provision in a mainstream school is related to making lessons accessible, by scaffolding cognitive, social and emotional support in a classroom setting.

We seek a colleague who has:

- Meticulous attention to detail
- The temperament to work well under pressure
- Excellent communication/organizational skill
- Strong problem-solving capability

In return we offer:

- A professional working environment
- A welcoming, friendly and supportive culture
- Opportunities for personal development
- A commitment to balanced leadership

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will undertake an Enhanced Disclosure via the DBS, where appropriate.

Closing date for applications: Monday 11 May 2026 at 9AM

Further information and an application form are available on the school website.

Website: www.bewdley.worcs.sch.uk

Email: office@bewdley.worcs.sch.uk