



Swale
ACADEMIES
TRUST

Trust EHCP Coordinator
Central Support Services
Information

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Welcome

Welcome to Swale Academies Trust

A message from Gavin Bailey, Chief Finance and Operations Officer (Interim):

Thank you in your interest in this role within the Central Support Services Team at Swale Academies Trust.

The central team is pivotal to the successful running of the organisation and is focused on supporting the improvement of educational standards in all of our schools. All of the work carried out by the Central Support Services Team is in relation to the non-teaching and learning aspects of running a school. The vital work your new role entails allows Headteachers and school-based staff to focus on teaching and learning and improving student outcomes.

As CFOO, my role is to provide strategic oversight of operational services across all of our schools. The central team is well-established with an excellent track record of delivering improvement and value for money, and we continue to develop new ways of working to ensure we can effectively respond to the needs of each of our schools and continuously improve the support we offer.

We look forward to receiving your application to join our organisation at this exciting time.

Gavin Bailey

A handwritten signature in dark ink, appearing to read 'G Bailey', is positioned above the printed name and title.

Chief Finance and Operations Officer (Interim)

Job Description

Job Title:	Trust EHCP Coordinator
Grade:	SAT D
Responsible to:	Trust SEND Lead (with day-to-day reporting to school SENCOs as deployed)

Purpose of the Job:

To work under the direction of the Trust SEND Lead to provide extra capacity across Trust schools (both primary and secondary). The primary focus is to coordinate, evidence, and submit Education, Health and Care Plan (EHCP) applications, to ensure high-quality support and vital resources are secured for pupils with complex needs.

Key duties and responsibilities:

- Flexibly deploy across multiple Trust academies to audit existing SEND backlogs and provide targeted administrative and practical capacity where demand is highest.
- Lead on the collation of evidence, drafting, and timely submission of EHCP applications across designated primary and secondary Trust schools under the guidance of the Trust SEND Lead.
- Where applicable, work in collaboration with SENDcos to assess the specific needs of pupils, tracking and recording their development, progress, and attainment to build robust evidentiary portfolios for EHCP requests.
- Act as a central link between school SENCOs, teaching staff, and external professional agencies (e.g., educational psychologists, speech therapists, health professionals) to gather comprehensive data for statutory assessments.
- Direct contact with parents and carers for the exclusive purpose of requesting, gathering, and chasing their formal statutory contributions (e.g., Parent/Child Views) required for the completion of the EHCNA application.
- Maintain full working knowledge of the SEND Code of Practice, ensuring all applications adhere strictly to local authority criteria and Trust compliance standards.

The duties / responsibilities of this post may vary from time to time according to the changing needs of the Trust service.

Person Specification

Qualifications	Essential / Desirable
English, Maths and Science GCSE at grade C or above (or equivalent).	E
Level 2 or 3 Diploma (or equivalent) plus additional knowledge in specialist areas; working at or towards professional standards for HLTA.	E
Evidence of other TA related qualifications and/or training courses.	D
Experience	
Successful relevant experience of working with children of relevant age within a learning environment.	E
Proven experience in navigating the EHCP application process, compiling statutory assessment paperwork, and collating multi-agency evidence.	E
Experience liaising directly with local authorities and external SEND agencies.	D
Skills & Abilities	
Highly developed written communication skills with the ability to draft precise, professional, and detailed reports for statutory legal frameworks.	E
Exceptional organisational and time-management skills, with a proven ability to manage multiple caseloads and meet strict external deadlines.	E
Adaptability and flexibility to move between different school contexts and cultures seamlessly.	E
Highly developed initiative and the ability to work independently without close day-to-day supervision.	E
Strong interpersonal skills to communicate clearly, professionally, and sensitively with parents when requesting required statutory contributions via phone, email, or letter.	E
Knowledge	
Full working knowledge of the SEND Code of Practice, relevant legislation, and local authority EHCP statutory processes.	E
An understanding and knowledge of various high-incidence needs types (e.g., ASD, ADHD, SpLD, SLCN) and how they impact learning.	E
Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety.	E
Additional understanding of safeguarding issues relating to the vulnerability of pupils with SEN.	D
Personal Qualities	
Willingness to learn.	E
Team player.	E
Initiative.	E
Commitment to the role.	E



Working for Swale Academies Trust

Benefits

- Hybrid working
- Local Government Pension Scheme – with a generous employer contribution
- Salary Sacrifice Shared Cost AVC (Additional Voluntary Contribution) Scheme
- Enhanced Maternity Pay
- Employee Referral Recruitment Incentive
- Discounts with local and national retailers, cinemas and restaurants
- On-Site parking
- Access to training and development

Well-Being

- Employee Assistance Programme – Wellbeing and advice
- Cycle to Work scheme

Finding Us

Swale Academies Trust

Ashdown House, Johnson Road, Sittingbourne, ME10 1JS

01795 905989

recruitment@swale.at

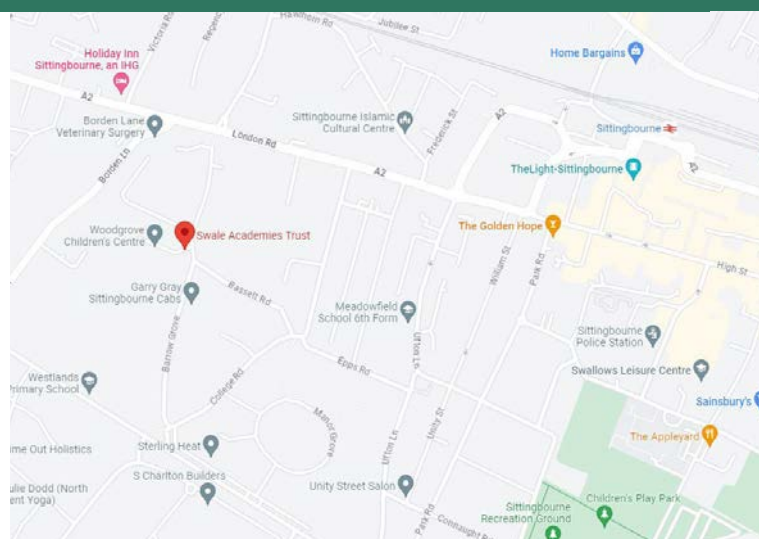
Closest Train Station: Sittingbourne Station

Approx. 15 minute walk

Closest bus stops:

The Coniston (from Sittingbourne/Sheppey) - X3, 334

The King's Head (from Medway/A249) - X3, 329





Overview of Swale Academies Trust

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

Swale Academies Trust - Schools

Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne

Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Peacehaven
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne

Central Support Services

- Human Resource Team
- Finance Team
- ICT Team
- Estate Management
- Governance and Communications



The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Applications for our vacancies should be made through [Kent Teach](#). Links to the relevant Kent Teach advert page can be found within the advert on any other website that it is listed. Alternately, Application forms can be found on the Swale Academies Trust website or downloaded [here](#), and applications should be made by emailing a completed Application Form to recruitment@swale.at.

Please note CVs will not be accepted in place of a completed [application form](#).

Swale Academies Trust schools will conduct an online check of shortlisted candidates in line with the Keeping Children Safe In Education guidelines.

Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

Swale Academies Trust will run an online check of shortlisted candidates.

Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

Privacy Notice

Please refer to the Trust's [Privacy Notice](#) for job applicants for information about how we use any personal data about them we hold.

Swale Academies Trust is committed to fostering a diverse and inclusive workplace where everyone feels valued and respected. We actively seek applications from individuals from all backgrounds and experiences.

Swale

ACADEMIES TRUST



OUR MISSION

A family of schools that **supports, inspires and empowers** everyone to be their best.

OUR VISION

A sustainable future where **every individual thrives** through personalised learning and opportunities that instil a sense of belonging and purpose.



Excellence

We pursue the highest standards, with the focus on continuous improvement and excellent pupil outcomes.

Integrity

We are honest and treat individuals fairly, acting in the best interests of our pupils.

OUR VALUES

Collaboration

We work together to achieve more than we could individually, sharing good practice and learning.

Agility

We are curious and innovative, embracing both challenge and change.

Empathy

We actively listen to understand another person's experience, nurturing an inclusive environment.

