

ROLE DESCRIPTION

1. JOB TITLE: EHCP Coordinator

2. CONTEXT

West Herts College Group provides a range of applied vocational courses at all FE levels and a range of HE programmes. The College delivers courses to young people on FE provision and learners on part-time courses.

3. MANAGEMENT ACCOUNTABILITY

Responsible to: Group Head of SEND

4. MAIN PURPOSE OF JOB

To coordinate the planning, organisation, and workload of the ALS department with particular reference to the EHCP process, to ensure that an excellent student experience is offered and compliance with the SEND Code of Practice.

5. DUTIES AND RESPONSIBILITIES

- To support the Group Head of SEND with the implementation of the SEND reforms working in line with the SEND Code of practice.
- To manage and coordinate the EHCP process including initial assessments and consultations, annual reviews liaising with external professionals and parents as required.
- To ensure that the college meets its duty outlined in the SEND Code of Practice.
- To be the first point of contact for staff queries relating to EHCP's.
- Deliver staff training and team updates.
- Support the SEND Managers with the supervision of Hourly Paid Employees
- To monitor and ensure all student SEND records meet and comply with statutory and audit requirements keeping the Group Head of SEND informed.
- To have a full understanding of audit requirements and to support staff to work in line with all statutory requirements.
- Collate and provide SEND information when required for internal reporting purposes.
- Liaise with members of the wider college teams to ensure robust support mechanisms are available for all ALS learners.
- Support teachers to implement support strategies to support students with a range of additional needs.
- Provide cover where required for small group/in-class/out-of-class support sessions.
- Work with the Group Head of SEND and Heads of School to monitor the progress of students with EHCPs and Additional Support Needs.
- Monitoring records of student attendance and progress and provide relevant

information for teaching staff, managers and external agencies as required.

- Monitor SEND students' progress in year using College reporting systems and implement any interventions necessary to drive improvement.
- Participate in College events, marketing activities and contribute to the admissions and application process for prospective learners.
- To support with the effective transition from school to college for learners with additional needs, in particular those with high needs and/or from alternative settings, including taster events.
- To support with the management of recruitment, induction, development, and support of new staff.

6. GENERAL AND COLLEGE RESPONSIBILITIES

- In liaison with the Group Head of SEND, to represent the interests of the College with schools, universities, and external stakeholders.
- Participate actively and flexibly in a range of college-wide activities, such as duty rotas, enrolment and marketing events and staff and student activities.
- Participate in training and team development activities, to update knowledge and skills:
 - All employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions.
 - Understand and be committed to the College's Health and Safety Policy statement and the College's safety priorities and be aware of his/her contribution to such priorities.
- Be aware of and comply with the health and safety legislation and other College requirements that are relevant to their post.
- Demonstrate commitment and enthusiasm to promote the principle of equality and diversity in employment and service delivery:
 - Be familiar with and promote the Equality and Diversity Policy.
- Fully understand Safeguarding requirements and statutory requirements as outlined in the Safeguarding Policy and comply with its requirements to safeguard and protect the welfare of children, young people and vulnerable adults
- Undertake such additional duties or projects as the Principal or line manager may determine from time to time, after consultation with the post holder.

NOTE: Please be aware that the duties and responsibilities outlined above are not exhaustive and may be varied from time to time after consultation with the jobholder. They do not form part of the jobholder's contract of employment.