

**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 and Access Arrangements activity.

### Responsibilities

#### Main responsibilities:

- Maintain accurate records and ensure all EHCP-related documentation is up to date.
- Ensure that the College meets its statutory duty to accept students with EHCPs who meet entrance criteria.
- Coordinate and oversee the Annual Review process, ensuring compliance with legal and local authority requirements.
- Work closely with students, parents, staff, and external agencies to develop and implement effective support strategies.
- Monitor student progress against EHCP outcomes and advise on necessary interventions.
- 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.
- To gather relevant Access Arrangement evidence as needed to support applications to the Joint Council for Qualifications (JCQ).
- To liaise with schools to request "Form 8" and relevant medical evidence from external parties to support Access Arrangement applications to JCQ.
- To 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 assist with student enrolment as part of the Additional Learning Needs team.
- 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 have their Exam Access Arrangements applied.
- To play a part in the exam season specialist invigilation Rota as required. (This may mean acting as a Scribe, Reader, Prompter or person in charge of students allowed to take exams in a smaller room.)
- To assist the Specialist Assessor with the co-ordination of students to be assessed for exam access arrangements

**General:**

- 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.