

JOB DESCRIPTION

POST TITLE	:	Educational Health Care Plan Review Officer (Term Time Only)
SCALE	:	Support Scale
SALARY	:	Up to £33,290 pro rata
RESPONSIBLE TO	:	Additional Learning Support Manager
CLOSING DATE	:	5.00pm, Monday 8 June 2026
INTERVIEW DATE	:	Tuesday 16 June 2026

Main Purpose of the Post

To work with the Additional Learning Support Manager to ensure the College delivers a comprehensive additional learning support service which complies with College policy, student entitlement, Education Skills Funding Agency guidelines, legal requirements and which maximises opportunities to provide an excellent learning experience.

Responsibilities

1. To support the development and maintenance of robust systems and procedures, which support the production of accurate and timely data and maximise the resources available to meet our students' support requirements.
2. To ensure full compliance with the use of the additional learning support data monitoring system ATLAS, to manage student support, allocation and funding.
3. To work co-operatively and collaboratively with students, staff, parents/carers, schools and external agencies to ensure the delivery of a high quality, multi-disciplinary approach to learners with additional needs
4. To be responsible for the effective assessment and reassessment of students with additional needs, including writing, monitoring, and reviewing of education health care plans.
5. To be responsible for collating associated data, ensuring local authority procedures are followed and all relevant data and information is recorded timely.
6. To make effective use of the special education needs and disability Database, ensuring that local authority procedures are followed and all relevant data and information is recorded.
7. To ensure that all additional learning support data is accurate, auditable and compliant with educational skills funding agency and skills funding agency guidelines.
8. To support the coordination of the additional learning support resource – ensuring staff skills sets are maximised.

9. To assure full compliance within the Division and more broadly across the College with key policies, notably the Student Code of Conduct, Single Equality, Health and Safety and Safeguarding.
10. To take an active part in the marketing operations of the College including the recruitment and admission of students to the Division.
11. To commit to continuous professional development to maintain high professional standards and subject specialisms.
12. Undertake any other duties appropriate to this role.
13. To assure full compliance with key policies, notably Single Equality, Health and Safety and Safeguarding.
14. To undertake invigilation duties from time to time.
15. To carry out such other duties as the Principal may reasonably request.

HOURS:

Core hours are between 8.30 – 5.00 pm every day and teams are expected to work flexibly in regards to their start and end times, subject to the needs of the learners and the wider team, and hours can fall outside of the core hours detailed above.

PERSON SPECIFICATION

POST: Educational Health Care Plan Review Officer

DIVISION: Additional Learning Support/Maths and English

QUALIFICATIONS		Essential (E) Desirable (D)	To be identified by:
1	Good general education including 4 GCSE's or equivalent to at least Grade C including English	E	Application form
2	Hold or work towards appropriate special educational needs qualification	E	Application form/ Interview
KNOWLEDGE			
1	High level of skills with Microsoft Office Applications	E	Application form/ Interview
2	Awareness of the educational health care plan review process for students with High Needs	D	Application form/ Interview
3	Excellent written and oral communication skills	E	Application form/ Interview
4	Excellent organisation and planning skills	E	Application form/ Interview
5	Knowledge of additional learning support data software and systems in relation to College performance targets	E	Application form/ Interview
6	Knowledge of Quality Assurance systems relating to the additional learning support area	D	Application form/ Interview
7	Awareness of all current funding and legal requirements (including the new Code of Practice) for additional learning support	E	Application form/ Interview
8	Awareness of Safeguarding legislation	E	Application form/ Interview
EXPERIENCE			
1	Demonstrate up-to-date experience of successfully working with data software and systems such as assistive technologies	E	Application form/ Interview

2	Experience of coordinating EHCP reviews in an Education setting	E	Application form/ interview
3	Experience of identifying and working with different types of learners and establishing effective support	E	Application form/ interview
4	Experience of Cross-College and external liaison	D	Application form/ Interview

PERSONAL

1	Excellent communication and administrative skills	E	Interview
2	Experience of using intranet and IT in the classroom	E	Interview
3	Willing to enhance IT skills in accordance with the requirements of the College	E	Interview
4	Commitment to ongoing professional development	E	Interview
5	Enthusiasm for the role of further education in building futures and changing lives	E	Interview
6	Commitment to College's Single Equality Policy	E	Interview

STANDARD COLLEGE REQUIREMENTS

1	Commitment to the delivery of excellent teaching and support to our students	E	Interview
2	Good teamworking skills and commitment to teamworking	E	Interview
3	The College is committed to safeguarding expects all staff to share that commitment	E	Application form/ Interview/DBS/ References
4	Regular and Reliable Service (the College does not wish to appoint individuals with a high sickness record where there is no underlying medical reason)*	E	References/ Occupational Health Assessment

**Note this does not affect any individual's rights under the Equality Act. The College wishes to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled applicants who meet the essential criteria will be guaranteed an interview.*