

JOB DESCRIPTION

POST TITLE	:	EHCP Funding and Compliance Officer
SALARY	:	Up to £33,290
RESPONSIBLE TO	:	Additional Learning Support Manager
CLOSING DATE	:	5.00pm, Wednesday 2 September 2026
INTERVIEW DATE	:	Friday 11 September 2026

Main Purpose of the Post

To support the management, monitoring and administration of Education, Health and Care Plans (EHCPs) and High Needs Funding across the College, ensuring compliance with Education and Skills Funding Agency (ESFA), Local Authority and statutory requirements. The post holder will maintain accurate learner records, monitor learner outcomes, attendance and progress, coordinate annual review processes, and provide timely management information to support funding claims and learner success.

The role will contribute to ensuring that learners with additional needs receive appropriate support and that all funding activity is fully auditable, compliant and focused on improving learner achievement, attendance, retention and progression.

Responsibilities

- 1 To coordinate the administration and monitoring of Education, Health and Care Plans (EHCPs) for learners across the College
- 2 To maintain accurate, up-to-date and auditable records relating to EHCP learners and High Needs Funding.
- 3 To support the preparation, submission and monitoring of High Needs Funding claims in line with Local Authority and ESFA requirements.
- 4 To monitor and report on attendance, retention, achievement, progress and progression data for learners with EHCPs and additional support needs
- 5 To support the development and maintenance of systems and procedures that ensure accurate learner tracking and performance monitoring.
- 6 To support quality assurance activities relating to EHCP provision and High Needs Funding
- 7 To undertake audits of learner files, support records and funding documentation to ensure compliance and readiness for internal or external inspection

- 8 To support the College's commitment to improving outcomes for learners with additional needs through effective monitoring and intervention
- 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.

This job description gives an accurate outline of the duties of the post at the time it is drawn up. It is not exhaustive and other related duties may be necessary from time to time. It should be read in conjunction with other documents and will be updated annually through the College appraisal process in consultation with you.

The College as an employer is fully committed to supporting you in effective performance of all aspects of the job description.

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: EHCP Funding and Compliance Officer

DIVISION: Additional Learning Support

<u>QUALIFICATIONS</u>		Essential (E) Desirable (D)	To be identified by:
1	Good general education including GCSE English & Maths Grade 4/C or equivalent	E	Application form
2	Hold or work towards appropriate SEND qualification	E	Application form/ Interview
<u>KNOWLEDGE</u>			
1	High level of skills with Microsoft Office Applications	E	Application form/ Interview
2	Awareness of the Educational Health Care Plan (EHCPs)	E	Application form/ Interview
3	Knowledge of ESFA and High Needs Funding requirements	E	Application form/ Interview
4	Understanding of SEND legislation and the SEND Code of Practice	E	Application Interview
5	Knowledge of learner data systems and management information processes	E	Application form/ Interview
6	Understanding of attendance, retention, achievement	E	Application form/ Interview
7	Knowledge of quality assurance and audit processes	D	Application form/ Interview
8	Awareness of Safeguarding legislation	E	Application form/ Interview

EXPERIENCE

1	Experience of working with data systems and databases	E	Application form/ Interview
2	Experience of monitoring and reporting Learner performance data	E	Application form/ Interview
3	Experience of maintaining accurate and compliant records	D	Application form/ Interview
4	Experience of working within education SEND or support services	D	Application form/ Interview

PERSONAL

1	Excellent communication and administrative skills	E	Interview
2	Strong analytical skills and attention to detail	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 support services 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.*