

Job Title: EHCP Caseworker

Responsible to: Deputy Head of Study Support

Responsibilities:

1. Manage and provide support to a caseload of students with additional learning needs (with or without an EHCP) to enable them to access learning.
2. Attend school transition meetings and liaise with SENCOs, students and parents.
3. Coordinate school/college visits as part of transition planning including site orientations and meeting teaching/support staff.
4. Carry out College interviews as part of the admissions process.
5. Undertake assessments and applications for exam access arrangements.
6. Undertake risk assessments for College trips, moving and handling assessments and Personal Emergency Egress Plans (PEEPs).
7. Create and review bespoke individual support plans for any student (where required) to ensure implementation and impact of targeted support.
8. Work closely with the Careers department to support students' access to work experience, progression advice and completion of associated risk assessments.
9. Create and review crisis management plans, liaise with other relevant staff and update students' records.
10. Share information including rooming and timetabling requests and attend pre-entry meetings with teachers and cross-College staff.
11. Invigilate/support students' exam access arrangements if required.
12. Provide in class support for students with complex needs if required.
13. Act as a note-taker for students in class, usually electronically with use of laptop if required.
14. Provide help for students in navigating the site including practical tasks such as carrying bags/equipment and pushing wheelchairs if required.
15. Provide personal care to students if required.
16. Provide support for a range of student visits and trips both inside and outside of College hours if required.

Support for students with an EHCP:

17. Attend school annual EHCP reviews in advance of enrolment.
18. Assist the Deputy Head of Department in responding to local authority consultations within specified timescales for both applicants and non-applicants (if required).
19. Create bespoke individual support plans for students within 6 weeks of them commencing a course of study.
20. Chair termly individual support review meetings held with an LSA keyworker and be responsible for setting SMART termly targets.
21. In advance of annual EHCP reviews, coordinate evidence from relevant staff and complete draft documentation.

22. Chair annual EHCP reviews and complete documents during and afterwards in the required local authority format and within statutory timescales.

Other:

23. Provide advice and guidance through on-going communication with parents, teachers and other College staff as necessary.
24. Link with external professionals and attend meetings/training as required.
25. Participate in the College's annual professional reviews and undertake professional development.
26. Comply with the College's health and safety policies and procedures.
27. Prioritise the safeguarding of all students and participate in relevant training.
28. Contribute to the elimination of unlawful discrimination, harassment and victimisation; advancing equality of opportunity and fostering good relations between people who share a protected characteristic and those who do not.
29. Undertake such other duties as may reasonably be required by the Deputy or Head of Study Support and/or the Principal.

Daniel Spiers
Head of Study Support
August 2025

Post: EHCP Caseworker

Category	Essential	Desirable	Ascertained by
Qualifications	• A Level or equivalent	• Degree	Application/ interview
Experience	• Working with students with complex needs and Education, Health and Care Plans (within any educational setting). • Experience and understanding of applying EHCP legislation and the SEND Code of Practice.	• Experience acting as lead professional within the EHCP annual review process. • Experience of working with multi-disciplinary teams	Application/ interview
Additional Skills and Abilities	• Empathy and rapport with young people with an understanding of the impact of health needs on education. • Effective communication and interpersonal skills. • Strong organisational and administrative skills. • Ability to use initiative and manage a caseload and a varied and demanding workload. • Ability to manage the emotional demands of working with students who have complex needs and to stay calm under pressure. • Physical ability to undertake moving and handling requirements of the role, with appropriate training and equipment, e.g. pushing wheelchairs, moving and handling of people,	Flexibility to cope with new educational developments, particularly in the area of special educational needs.	Application/ interview/ assessment

	bending and kneeling. • Display a commitment to the protection and safeguarding of children and vulnerable adults. • Display a commitment to meeting the individual needs of each student, respecting diversity and ensuring equality of opportunity. • Flexibility to undertake a range of duties and work outside normal hours if required. • Willingness to undertake personal care for students as required		
Other		Full driving licence	Application/ interview