JOB ADVERT

EHCP & TRANSITIONS CO-ORDINATOR

We are seeking an organised, proactive and student-centred individual to join our team as EHCP & Transitions Co-ordinator. This is a key role within the College, leading on the coordination of Education, Health and Care Plan (EHCP) processes and ensuring a high-quality, inclusive transition experience for learners with additional needs.

You will play a vital role in supporting learners to successfully move into College, access an ambitious learning environment and transition on again progressing to positive destinations. You will report to the Director of Learner support and work closely with internal teams, schools, Local Authorities and families.

WHAT YOU'LL DO

- Co-ordination and administration of EHCP processes across the College, ensuring statutory duties, timelines and Local Authority requirements are met.
- Act as a point of contact for Local Authorities regarding EHCPs and SEND funding agreements, annual reviews and amendments.
- Coordinate and plan high-quality EHCP annual reviews and termly updates for all students with EHCP's.
- Work collaboratively with curriculum and support teams to ensure EHCP outcomes are translated into effective support strategies.
- Review applications and co-ordinate transition processes for learners with EHCPs and/or additional needs, ensuring a smooth and well-planned entry into College.
- Liaise with feeder schools, parents/carers, Local Authorities and external agencies to gather high-quality information to inform support planning and funding decisions.
- Support the accurate identification and recording of learners requiring Additional Learning Support.
- Contribute to the completion and maintenance of Individualised Learner Records (ILR), ensuring data relating to EHCPs, high needs learners and all students with Additional Support needs is accurate and timely.
- Maintain clear evidence of support delivered, including timetables, interventions, reviews and impact measures.
- Contribute to funding returns and external reviews, ensuring that all evidence is robust and clearly demonstrates value for money and learner impact.
- Work closely with teachers and Personal Tutors to support learners' personal development, independence and preparation for adulthood, including progression to further study, employment or training.
- Build relationships with Widening Access contacts at HE institutions and support transition from College to University for students with High Needs and EHCP's.
- Advise and signpost students who may be eligible for Disabled Students Allowance and other sources of support or funding to access HE.
- Build relationships with local apprenticeship providers, FE institutions and Supported Internship providers to support young people with SEND for whom these would be appropriate pathways, at all times supporting aspiration and transition to quality future opportunities.

Reports to: Director of Learner Support

Hours: Full time, term-time only

Salary: SCP 8 - 10, FTE £26,343 - £27,733 (pro-rata to term-time only - £22,523 - £23,712)

Apply by: Midnight, Sunday 28th June 2026

Interview date: Tuesday 30th June 2026

Start date: 19th August 2026

ABOUT YOU:

- Has experience of working with learners with SEND, including those with EHCPs, ideally within a post-16 or secondary setting.
- Demonstrates a strong understanding of the SEND Code of Practice, EHCP processes and statutory responsibilities.
- Has experience of coordinating or contributing to transition, admissions or recruitment processes.
- Is confident working with data systems and maintaining accurate, compliant records.
- Is committed to ensuring learners with additional needs can access an ambitious academic environment and achieve positive outcomes.
- Demonstrates strong organisational skills, with the ability to manage complex processes, deadlines and multiple stakeholders.
- Has a good level of literacy and suitable qualifications relevant to the role.
- Has excellent communication and interpersonal skills, with the ability to work effectively with learners, families, staff and external agencies.
- Can analyse and use information effectively to inform decisions about support, placement and provision.
- Demonstrates a high level of professionalism, accuracy and attention to detail.
- Is committed to safeguarding, equality, diversity and inclusion.

WHY JOIN US?

- **Pension Contributions** - Support Staff are auto-enrolled into the Local Government Pension Scheme.
- **Free Car Parking** - convenience and peace of mind when travelling to work, without the stress of paying for parking.
- **Family Friendly** - fantastic policies to support our staff with parenting and caring responsibilities.
- **Learning & Development** - fantastic opportunities for education specific professional development.
- **Social Events** - opportunity to take part in lots of College social events such as the Christmas Party and end of term celebrations.
- **College Clothing** - optional College branded clothing is available, taking away the pressure of deciding what to wear each day.
- **Book Club** - join the College book club and you will be given a free copy of the selected book.
- **Trips** - opportunity to support College trips to places such as New York, Spain and London.
- **Cycle to Work Scheme** - spread the cost of a bike.
- **Gym** - free on site gym for staff to use.
- **Do Your Possible** - staff days out in summer to meet new people and try new activities.

HOW TO APPLY:

To apply, please visit:

https://www.bsfc.ac.uk/job-vacancies/ehcp-transitions-co-ordinator

Please send your application form to:

hrdept@bsfc.ac.uk

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Wirral, CH43 8SQ

0151 652 5575
www.bsfc.ac.uk
email@bsfc.ac.uk

Ofsted Outstanding Provider

GENERAL INFORMATION

Birkenhead Sixth Form College has a commitment to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. If you are invited for interview, your suitability to work with children will be explored as well as your suitability for the post.
All posts are subject to Enhanced Disclosure Clearance through the Disclosure & Barring Service.

The College is an Equal Opportunities employer and all members of the College have a personal responsibility to implement the policy, to carry out their responsibilities in accordance with it and to maintain an equality of opportunity for all.

The Governors and staff of the College take their duties under the Disability Discrimination Act (as amended by the Special Educational Needs Act 2001) very seriously. They will ensure that all reasonable adjustments are made to ensure that disabled people are treated fairly and that they are not placed at any substantial disadvantage.

The College is committed to interview all applicants with a disability who meet the minimum criteria for the post and to consider them on their abilities.

REFERENCE CHECKING

On the application form, you are asked to provide details of two employment referees (preferably your line manager from your current and previous or most recent employer/s), who can comment on your suitability for the post. References from relatives or individuals writing in the capacity of friends will not be accepted.

The College will seek references on short-listed applicants before interview and will approach previous employers for information to verify suitability for the post, dates of employment, particular experience or qualifications, attendance / punctuality history and details of any disciplinary offences.

In addition, if you are currently working with children or young people, on either a paid or voluntary basis, your current employer will be asked about your suitability to work with children and any disciplinary offences relating to children or young people.

This will include any offences for which the penalty is time expired (that is where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedures. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues.

Please note providing false information is an offence and could result in your application being rejected, or dismissal without notice if you have been appointed and possible referral to the police.