



EHCP Coordinator

35 hours per week

Term-time only (39 weeks per year)

Application Pack





Letter from the Principal

Thank you for your interest in Woking College.

Woking College is an oversubscribed and highly successful college of over 1800 students drawing students from more than 60 different schools. Our very successful focus will always be to create the very best environment for high quality of teaching and learning. We have a very broad range of enrichment activities, in order to greatly enhance the cultural capital and future prospects of our students. We place a very strong emphasis on maintaining our wonderful community, we have a more diverse College population than might be thought of as typical for Surrey and we are determined to maintain our inclusive ethos. We are fully committed to innovation whilst maintaining a humane and caring approach for all members of the College community which has resulted in the doubling of the student population in recent years. These approaches have been key to securing Grade 1 'Outstanding' in all seven categories in our October 2022 Ofsted inspection.

Woking College is enjoying record results, very positive value-added and an abundance of applications and quite rightly has a teaching and learning culture which is the envy of other institutions, indeed in recent staff surveys over 95% of College staff said they were proud to work at Woking College!

We believe that our physical environment should also inspire our staff and students. All have benefitted hugely from an impressive transformation of the College's estate over recent years, with the completion of a new Sports Centre (2014), a new Art building (2015) and a modern and larger Science Building (2016). A full size 3G pitch was completed in 2020. A £3m teaching block opened in early 2023, and a further £3m project working collaboratively with the adjacent community centre opened in September 2023 enhancing our Performing Arts facilities even further.

We recognise the advantages of collaboration and have worked hard over the years to build and maintain close working relationships with other education providers and the Local Authority. The College has been a long-standing member of S7, the Surrey and Sussex group of Sixth Form Colleges, arguably the leading college consortium nationally, and we look forward to continued positive engagement with schools, colleges and the local community for the benefit of all.

With strong leadership from our passionate and committed senior leadership team, and with the support of excellent teaching and support staff across all areas, we look forward to the continued evolution of the College; we also look forward to meeting committed, engaging and passionate people who want to join us to further enhance the life-chances and choices of our students – which is of course our main mission as educators.

We very much look forward to receiving your application.

Brett Freeman
Principal



The Role

The College is looking to appoint an EHCP Coordinator to provide support to students enrolled at the College, within the Learning Support Department. The role combines administrative, practical and emotional support for students with EHCPs, as well as having responsibilities of a Learning Support Assistant. The EHCP Coordinator plays a key part in ensuring students receive high-quality support both in the classroom and through one-to-one work. We are seeking an exceptional candidate to provide this varied and meaningful support throughout the week. Strong verbal and written communication skills, empathy, and a genuine commitment to helping young people achieve their potential are essential.

This is a term-time position, working Monday to Friday from 8.30am to 4.00pm, with an unpaid 30-minute lunch break. Please note that candidates must be able to commit to full working days.

The College has a strong sense of community, and the new academic year will see the current Deputy Principal progressing to the role of Principal, enabling the College the opportunity to build on its strong foundations of leadership while looking ahead to the new phase of our development. This is therefore an exciting time to join our learning support team.

We are looking for exceptional candidates who can inspire our students and contribute positively to the department. We expect high performance from all our staff and candidates should demonstrate both their suitability for the role and their alignment with the College's values. After reviewing the job description, we strongly encourage candidates to explore our website to gain a deeper understanding of our ethos, ambitions and community.

Woking College is committed to ensuring equality of opportunity and providing a broad, varied curriculum so that every student can become an effective learner and achieve their full potential. We recognise that each student is unique, with individual learning styles and differing levels of support required.

We aim to provide holistic, personalised and fully integrated support tailored to each student's needs and circumstances. Following enrolment, Learning Support uses diagnostic screening, alongside information from home and previous school to create an agreed plan addressing any specific requirements. Many students join the College seeking a fresh start, and we take a flexible approach that helps them grow in confidence and independence, preparing them for future success and progression.

A dedicated Learning Support area is available throughout the week, offering one-to-one and small-group sessions. Specialist staff in literacy, numeracy and study skills provide targeted assistance. Depending on individual needs and preferences, students may also receive in-class support, as well as access to workshops focused on confidence-building, social skills and mentoring.

Learning Support at Woking includes:

- Weekly or one-off one-to-one support
- Small group sessions
- Study and revision skills support
- Time management and organisation support
- Proof-reading
- Arranging access arrangements
- "Chill-out" lunch group
- EHCP monitoring and reviews (for students with EHCPs)
- In-class support (for students with EHCPs)
- Mentoring (for students with EHCPs)

Start Date: Tuesday 25 August 2026

Hours: 35 hours per week, term-time only (39 weeks per year), Monday to Friday 8.30am to 4.00pm

Salary: Actual pro-rata salary: £25,825 per annum (35 hours per week, term time only - 39 weeks per year. FTE £30,444 per annum. All figures are inclusive of fringe allowance



The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and successful applicants will be subject to Enhanced Disclosure and Barring Service (DBS) checks. The College is committed to equal opportunities.

Job Description

Job Title: EHCP Co-ordinator

Responsible to: Head of Learning Support

Job Purpose: To support the management of and support of EHCPs

Job Responsibilities

1. To support and manage the students with EHCPs (Education, Health & Care Plans) enrolled at the College.
2. To manage the Learning Support mentor programme and support the mentors of students who have an EHCP.
3. To manage the EHCP consultation inbox, update the consultation tracker and to prepare necessary materials for a weekly consultation panel with the Head and Assistant Head of Learning Support.
4. To provide consultation responses to Local Authorities in a timely manner, following consultation panels within statutory timeframes.
5. In conjunction with the Head of Learning Support, to manage and run annual review meetings for all EHCP students.
6. To respond to external communications and concerns as directed by the Head of Learning Support, specifically those relating to EHCP students.
7. To attend regular meetings of the department and, where appropriate, lead discussions relating to EHCP students.
8. To liaise with subject Teachers, Personal Tutors and Heads of Year on student progress, absences and special requirements. This will include attending supportive and stage meetings for identified EHCP students.
9. To keep accurate records of the learning needs and progress of Learning Support students once they have enrolled. This will include:
 - i. being present at enrolment to field enquiries related to the support needs of students who are enrolling;
 - ii. supporting the Head and Assistant Head of Department in overseeing the department's central record of all students referred for support at interview or enrolment, and by partner schools, teachers, personal tutors, parents and other external agencies such as SCC (Surrey County Council) throughout the year;
 - iii. ensuring that relevant information is added to Portal and updated throughout the year;
10. To represent the department at the College Open Evenings (twice a year).
11. To conduct new student interviews, especially for students who identify as requiring Learning Support or who have an EHCP.
12. To keep appropriate records of prospective students and accompanying paperwork.
13. To report to the Head of Learning Support, to discuss matters arising at regular intervals.
14. To work as a Learning Support Assistant, including tasks such as:
 - taking notes
 - helping individuals/small groups of students in class
 - helping to keep students on task and focussed, interpret questions and tasks and explain meanings of words/specialist terms
 - reading out information from resources
 - liaising with subject teachers to facilitate study skills
 - photocopying notes/materials

- supervising a small group in another room/computer room
- building up a rapport with students so they feel confident coming for help outside lessons
- helping students with planning; paperwork and assignments
- guiding students regarding how to file and organise their work
- support students with their digital literacy and learning skills and research requirements for assignments and essays
- devising programmes of support to help students to become independent learners
- mentoring individuals/small groups in the Learning Resource Centre

Additional duties:

- General administration for the curriculum including filing, minutes for meetings, organisation of exams.
 - Invigilation and scribing and reading for students during examinations.
 - Specific help at various times of the year – e.g. art exhibitions, drama rehearsals, help with short courses.
 - Facilitating the effective use of ICT systems.
15. To take part in the first aider duty rota (training will be given if not already qualified to be a first aider at work). Carrying a radio, and responding to first aid requests when on rota, and to respond to first aid requests at additional times should the specific duty rota first aider not be available.
 16. To act at all times in accordance with the College's Equality & Diversity policies.
 17. To act at all times in accordance with the College's Safeguarding policy. Ensuring the safeguarding of students at the College, recognising one's own role in liaison with the designated safeguarding personnel.
 18. To contribute to the safety policies of the College as directed by the Principal and to ensure that Health & Safety Regulations are observed within the Curriculum Areas and within the College in general.
 19. To take part in the training programmes provided by the College and agree to the process of professional reviews.
 20. To fulfil one's own responsibilities as a member of staff, in accordance with the quality standards of the College.
 21. To undertake any other particular duties which may be reasonably assigned to you by the Principal from time to time.

Person Specification

Essential:

- An interest and commitment to work with young people in a college environment. The ability to empathise with young people and interest in helping them to fulfil their potential.
- The ability and confidence to communicate effectively both verbally and in writing.
- The ability to work accurately, showing attention to detail, particularly with regard to grammar, spelling and number.
- Possession of good interpersonal skills e.g. tact, sensitivity, ability to listen, to be assertive at times.
- Ability to work effectively as a member of a team and assist others when requested.
- Proficient in the use of Microsoft Office applications, especially Word and Excel, as well as Internet Explorer.

Qualifications:

- Educated to A level equivalent, or educated to GCSE standard or equivalent plus a minimum of two years working in an educational environment.

Desirable:

- Experience of supporting students with learning difficulties/disabilities/medical conditions. Experience of supporting students to develop their literacy, numeracy or maths and science skills.
- First Aid at work qualification and experience of being a first aider at work (training will be given if necessary)



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Why work with us?

Woking College has a strong sense of community in which everyone is valued; we look forward to welcoming new members of staff to join our team.

We have an inclusive ethos, and are proud of our diverse students and staff community. The College is committed to safeguarding, alongside our core values of inclusiveness, adhering to the highest personal, professional and academic standards, supporting individual wellbeing, supportive management and positive relationship and a sustainable future for all. We expect all staff, volunteers and others involved in the College community to share this commitment.

Following our grading as Outstanding at our Ofsted inspection in October 2022, Ofsted stated that:

“Staff feel proud to work at the College. They are exceptionally positive about the culture leaders have created. They describe leaders as visible, approachable and highly focussed on staff wellbeing. Leaders celebrate achievement frequently in staff forums which helps staff to feel recognised, highly valued and a member of the Woking College family.”

Staff survey results state that:

- ✓ 95% of staff are proud to work at Woking College.
 - ✓ 99% agreed that leaders are considerate of staff wellbeing.
- A positive approach to staff development; including regular cross-College sharing best practice sessions
 - Regular whole-College communication including weekly staff briefings
 - Regular departmental meetings to ensure support and share departmental best practice
 - Excellent student behaviour and productive working relationships with the Student Union
 - Excellent links with local schools, businesses and universities
 - Welcoming, friendly and approachable community, a harmonious working atmosphere
 - Laptop for all teaching staff

S7 Consortium:

- Opportunities for staff training within the S7 consortium of Colleges & liaison with peers within the consortium: [S7 Professional Development Video](#)

Benefits include:

- Free on-site parking
- Staff room with free hot drinks available to all staff, Friday cakes
- Onsite canteen with a range of healthy options to purchase, and a Costa coffee shop
- Regular staff social events: bowling, staff quiz, summer BBQ, weekend walks/cycling, Christmas lunch, Christmas party
- College gym available for staff use, yoga classes, staff football (3G pitch), run club
- Staff clubs/support groups: book club, menopause group, group for parents/carers of children with mental health concerns
- Access to prayer/multi faith room
- Free eye test vouchers
- Flu jab
- Cycle to work scheme
- Pension: eligible employees will be automatically enrolled in the Teacher’s Pension Scheme, or the Local Government Pension Scheme (support staff), unless you decide to opt-out
- Employee support: staff have access to a confidential employee support helpline
- Location: Excellent train links from London Waterloo and the South Coast, walking distance of Woking station. Close to A3, M25 & M3 junctions



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Application & Selection

Application forms are available to download from our website: [Staff Vacancies](#) Please note that CVs will not be accepted on their own. Applicants must be able to provide evidence of their **Right to Work in the UK** - the College is unable to sponsor work visas.

We would like to see your passion for the role in your **supporting statement**, please use this opportunity to include:

- personal skills and previous experience that are relevant to this role;
- what you will bring to the College community, and reasons why you feel you would be successful in this post;
- Training you have undertaken to enable you to be successful in your current role;
- Please ensure **education** and **employment history** is completed fully, gaps in employment must be accounted for under the section entitled "Periods when not working".

To return a completed application, or for any queries regarding the role or your application, please contact Kirsty Crook via: recruitment@woking.ac.uk

- **Closing date:** 9am, Monday 1 June 2026
- **Interviews:** to be held on Friday 5 June 2026

Shortlisted candidates will be contacted by 4.30pm on Monday 1 June 2026, and invited to interview, full details of the interview process will be provided. Reference details will be checked with the shortlisted candidates before being requested.

All applicants will receive acknowledgement of their application, however, please note that it is not possible to inform candidates who have been unsuccessful at short-listing, due to time constraints.

Safeguarding

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The College encourages all candidates to be familiar with the following documents, which are available to view on the College's [Staff Vacancies](#) page:

- Section 1 of the DfE paper on "Keeping Children Safe in Education" September 2025
- Woking College's Safeguarding and Child Protection Policy.
- In line with the General Data Protection Regulation (GDPR) the College asks candidates to consider the Privacy Notice for Job Applicants

