Abbey Court School

ABBEY COURT SCHOOL

‘We grow people’



EHCP Co-Ordinator

ASDAN Registered Centre

EDI QM

Ofsted Outstanding Provider 2022|2023 2017|2018 2012|2013 2009|2010

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Abbey Court School

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November 2026

Dear Applicant

EHCP CO-ORDINATOR

This information booklet provides details about both the school and the position in question, including Job Description and Person Specification.

This advert closes on**: Friday 20th November 2026**

Interviews will be held on: **Thursday 26th November 2026**

Please note that we will follow up on references in advance of interview.

Due to the conditions and complex needs of the pupils at Abbey Court School, continuity and consistency of support is paramount and therefore candidates for all positions will need to commit to the full working hours of the post.

Our school and all its personnel are committed to safeguarding and promoting the welfare of the children. This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service. Any offer made will be subject to satisfactory references and medical clearance. In line with KCSIE 2026 guidance, as part of the shortlisting process, the school reserves the right to research shortlisted candidates on social media and the internet as part of our due diligence. The recruitment panel may take this information into consideration during the recruitment process. Any information will be treated as confidential and will only be used in relation for the post for which you have applied.

To view policies pertaining to the schools Safer Recruitment procedures (including Child Protection, Safer Recruitment and Confidentiality), and additional information, please refer to the school website (Abbey Court Community School - Safeguarding).

I look forward to receiving your completed application.

Yours sincerely,



Ms Vicky Aspin
Headteacher

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WORKING AS AN EHCP CO-ORDINATOR AT ABBEY COURT SCHOOL

Abbey Court School is a special needs school catering for pupils aged 3 to 19. All pupils have either Severe Learning Difficulties (SLD), or Profound and Multiple Learning Difficulties (PMLD), and are referred from the Local Authority through their Education Health Care Plan. The school is currently located on two sites: Nursery, Primary and Secondary Departments in Cliffe Road, Strood, and the Further Education Department in Rede Court Road, Strood. We also have our rural activities centre, Larkin Farm, in Templars Drive.

The Medway Towns has excellent road and rail links with London and the Kent coast.

All employees are contracted to the school, and should be prepared to work at either site, as requested.

The successful candidate can expect to find: staff who are supportive and willing to share ideas and good practice; pupils who are keen to learn; and outstanding facilities and resources to make learning positive.

The school offers excellent opportunities for career development. The school motto, 'We grow people', applies not only to pupils, but to staff too.

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Days and Hours

This is a full time post. A flexible approach to each working day is expected by all postholders. Working hours will be either 8.00am to 4.00pm or 9.00am to 5.00pm.

Salary

The successful candidate will be employed on Medway Scale D2 SCP 4-11.

Holidays

This is a term time only position. You will be entitled to holiday pay, which will be 24 days increasing to 28 days after 5 years of continuous service.

Continuous Professional Development

In addition to a comprehensive induction programme, professional development and training will be provided to develop specialised skills associated with working at Abbey Court School.

Start Date

It is hoped that the successful candidate will be able to take up post as soon as possible after appointment, on completion of all checking requirements.



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The Governing Body

The Headteacher has responsibility for running the school supported by the Leadership and Senior Management Teams. The Governing Body is the statutory authority that has responsibility for the strategic governance and management of the school, and all Governors work on a voluntary basis. Governors, therefore, have a significant role to play in monitoring and evaluating the work and progress of the school. Full Governing Body meetings take place 6 times per year, with committee meetings being held in addition, attended by Governors holding the relevant responsibility.

Appointment Procedure

Candidates invited for interview will be provided with an opportunity to tour the school, and will also be asked to complete a number of administration related tasks prior to a formal interview.

Appointment to post will be based on the following checks:-

⇒ Enhanced DBS certificate

⇒ Medical clearance

⇒ 2 x satisfactory references



Interviews will take place on:

Thursday 26th November 2026, and the panel and full details of interview format will be advised to invited candidates.

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School Aims

- To know each individual child/pupil as thoroughly as we can, including any circumstances which might affect their well-being, behaviour and performance at any moment in time. This includes taking a long-term view of each child, visualising the best possibilities for each, and knowing when they are ready to take the next (challenging) step.
- To maintain high but realistic expectations for each pupil, enabling the development of independence.
- To ensure we always see, first and foremost, the child not the disability and to ensure that education (and not care) remains paramount. This will include identifying what motivates each child, and use the knowledge to encourage them to "have a go", "fail safely" and learn from their mistakes.
- To ensure that pupils feel safe, secure and comfortable to enable them to focus on learning, ensuring staff have clarity and act on policies and procedures.
- To give great emphasis to the celebration and communication of pupil achievements thus enabling a positive impact on pupils, parents and the local community.
- To have and realise a bespoke vision for each and every pupil and each and *every* member of staff.
- To do everything we can to ensure that people in the local community see our school and pupils in a positive and informed light in order to close the gap between the community's perceptions of the school and its pupils and what they are really like.

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- To enable our pupils to develop into good citizens and to participate actively in their local communities finding ways to encourage those in the wider community to notice what they have in common with the pupils as much as what makes them different.
- To offer opportunities and experiences for pupils to learn in a multitude of different ways and through a rich, varied and individualised curriculum.
- To give pupils an equal voice in and ownership of their education so that they are able to express opinions, choices and preferences, promoting their independence, confidence and self-efficacy.
- To use individuals' interests, skills and experiences to enhance the education of pupils and staff.
- To ensure that leadership is in the hands of as many staff as possible; to have high expectations of all staff and enable career progression.
- To learn and share information to the benefit of our pupils through mutually supportive relationships with parents, visiting specialists and outside agencies.
- Through self evaluation methodologies, and responding to external evaluations, seek to know our school better to inform focussed school improvement, and so that others can know us better.
- To function and be recognised as an authentically exemplary school in its field, sharing our practice with others to the benefit of pupils locally, nationally and internationally.



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JOB DESCRIPTION

JOB TITLE:	**EHCP Co-Ordinator**
HOURS:	37 hours per week, Time Term Only + 5 Staff Development Days. Details of working week to be agreed with the Headteacher. (8am-4pm or 9am-5pm)
SALARY SCALE:	Scale D2 points 4 – 11 Medway Scale.
LOCATION:	Based and deployed across both school sites. Regular work pattern to be negotiated with the Headteacher to meet the needs of the school.
REPORTS TO:	1. The Headteacher, who has overall responsibility for the school and / or her deputies. 2. The Office Manager for day-to-day supervision and instruction.

RESPONSIBILITIES AND DUTIES:

Under the direction and guidance of the Headteacher, to undertake school clerical duties as listed below.

GENERAL DUTIES/RESPONSIBILITIES FOR ALL SCHOOL STAFF:

Safeguarding and promoting the welfare of children is employee's responsibility. Everyone at Abbey Court School has a role to play in safeguarding pupils. In order to fulfil this responsibility, all staff should make sure their approach is always child centred. Staff will follow school policy with regard to all safeguarding matters at all times.



1. To carry out school policy as documented and/or as directed by the Headteacher.
2. To present the school in a positive way in the community.
3. To respect the confidential nature of all information acquired in the performance of the job either verbally or in writing.
4. To work in a responsible and safe manner, paying attention to all Health and Safety procedures operating within the school.
5. To assist in the provision of a high quality educational experience for all children.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. To carry out basic clerical duties (e.g. distribution of post/filing/taking meeting minutes/ photocopying/reception—front of house).
2. Keep up to date with the latest procedures and paperwork for Annual Reviews including using information from Medway Local Authority, and DfE guidance, including SEND Code of Practice 0 to 25 years.
3. Ensure the school's compliance with all national and statutory guidance for Annual Reviews.
4. Plan, prioritise and monitor Annual Reviews for pupils and students in line with statutory timeframes.
5. Prepare documentation for Annual Reviews and statutory returns.
6. Track status of EHCPs and communicate with relevant professionals when a change of need is identified or additional funding is granted for 1:1 funding or for individual therapies, such as Speech and Language Therapy or Occupational Therapy, whilst liaising with the Primary and Secondary and FE Deputies.
7. Process new EHCPs received from the Local Authority, following the school's policies and procedures.





8. Update relevant school records in accordance with information included on individual pupil EHCPs, such as entitlement to therapy provision or interventions.
9. Co-ordinate Annual Review meetings, including booking rooms, sending invitations to all stakeholders (including parents/carers, Social Services, medial professionals). Ensure the Local Authority Officers are invited to relevant meetings.
10. Attend Annual Review meetings and take minutes of the meetings.
11. Prepare all paperwork for the Local Authority following the meeting, ensuring all supporting paperwork is included. Ensure evidence of new diagnoses is included where required and relaying any changes/need type to appropriate staff.
12. Ensure timely submission of reports to Local Authorities and other stakeholders.
13. Liaise with Local Authorities and Social Services regarding processes and procedures when required, and ensure that up to date versions of documents are being used.
14. Copy and distribute completed Annual Review documentation securely to all parties.
15. To manage any received Local Authority prospective pupil consultations, including receiving and tracking any new consultations received, and responding to the Local Authorities under the direction of the Headteacher/Leadership Group within statutory timescales.
16. Comply with policies and procedures relating to confidentiality and data protection reporting all concerns to an appropriate person.
17. Maintain secure and confidential records in line with GDPR.
18. To carry out adhoc instruction as directed by the Office Manager/Leadership Team.
19. To work in a safe and responsible manner paying attention to all health & safety procedures operating within the school.
19. To participate in training courses as appropriate to the post.

This job description describes the way the postholder is required to complete and perform the duties set out above. These duties may be varied from time to time to meet the changing demands of the school at the discretion of the Headteacher and following consultation with you. This job description does not form part of the Contract of Employment.

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PERSONAL SPECIFICATION

Essential

- Good general level of education. GCSEs (Grade 4 or above) or equivalent in Maths and English.
- Previous experience of office work is essential.
- Ability to prioritise and manage workload.
- Ability to remain calm under pressure.
- An effective communicator (in both written and verbal communication).
- Ability to work in a busy office.
- Ability to work to set deadlines.
- Excellent keyboard skills, with a high level of accuracy.
- Excellent organisational skills.
- Enthusiasm, self motivated and flexible.
- Well presented with a welcoming, friendly manner.
- Has a professional approach and high professional standards.

Desirable

- Able to contribute ideas to office development and improvement.
- Knowledge and/or experience of national/local guidance related to Annual Reviews and/or EHCPs, including DfE guidance and the SEND code of Practice.
- Knowledge/experience of using Microsoft Office applications and SIMS.

Equal Opportunities

- A commitment to the Council's Equal Opportunities policies and the ability to understand and implement the policies in relation to the job.

Abbey Court School

Nursery & Primary & Secondary School
Cliffe Road
Strood
Kent
ME2 3DL

Further Education
Rede Court Road
Strood
Kent
ME2 3SP

Larkin Farm
Templars Drive
Strood
Kent
ME2 3FD

Tel: 01634 338220

Website: www.abbeycourt.medway.sch.uk

E-mail: recruitment@abbeycourt.medway.sch.uk



"I am incredibly overwhelmed with the amount of training offered at Abbey Court School."

"Team work, training and quality of resources are strengths."

"The moment I stepped inside the school, the atmosphere was positive."