

Education Health and Care Plan Coordinator

School:	Windsor Forest Colleges Group	Posted:	12th May 2025
Location:	Station Road, Langley, Berkshire SL3 8BY	Expires:	6th June 2025 12:00 AM
Contract Type :	Permanent	Start Date:	To Be Confirmed
Salary:	£32,562 - £35,253	Job ID:	1484764
Hours:	Full Time	Job	windsorforest/TP/611/410
		Reference:	



Windsor Forest Colleges Group

Windsor Forest Colleges group is looking for an Education, Health and Care Plan (EHCP) Coordinator within our Foundation department to join our Slough and Langley College team on a full-time basis.

Health and Care Plan (EHCP) Coordinator

The Education, Health and Care Plan (EHCP) Coordinator will report to the Head of Foundation, supporting the provision of outstanding educational leadership. The post holder will be responsible for managing the EHCP process (Foundation), including initial assessments, provision mapping, annual reviews and liaising with internal and external professionals, parents and young people. The post holder will work alongside the Foundation Head of Department to oversee the provision for students with EHCPs across BCA, Slough and Langley Colleges. Applicants must have experience managing the Education, Health and Care Plan process and in-depth knowledge of the SEND code of practice.

The key purpose of this role is to manage the EHCP process, ensuring we are compliant with the SEND Code of Practice. The post holder must have excellent communication and organisational skills, along with the confidence to lead the College to provide outstanding SEN provision.

For further details on this role please refer to the attached job description/person specification.

About Us

The Windsor Forest Colleges Group (TWFCG) is a leading education provider in the South-East. Our staff work across 4 main campuses at Langley, Windsor, Strodes-Egham and Berkshire College of Agriculture-Maidenhead. Our teams place the learner at the heart of all we do and in our state-of-the-art learning environments, we are proud to deliver education and training to a diverse group of students and businesses each year.

Our staff benefit from:

- Support roles enjoy 30 days annual leave plus bank holidays
- Career progression opportunities for ambitious staff
- Access to a wide range of subsidised leisure courses
- Access to excellent defined benefit pension schemes
- Free on-site parking at all sites
- Cycle to Work Scheme
- Family friendly policies to support Work Life Balance
- On-site Coffee Shop & Cafeteria
- Various health & wellbeing benefits including discounted gym memberships, confidential staff counselling and discounted hair and beauty treatments at The Salon at Langley College

Safeguarding Statement:

Windsor Forest Colleges Group is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from under represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.