**EHCP and LSA Co-ordinator**

**Circa £30,000 (circa £36,000 FTE) per annum**

**Full-time, permanent**

**[Please don't include the above in the main body of the advert; this is for reference/the relevant fields only]**

**Required from January 2022**

Working within our renowned Academic Mentoring Department and reporting to the Head of Academic Mentoring, you will co-ordinate the work of a team of Teaching Assistants who support students with a range of special educational needs. You will liaise with parents, Local Authorities and staff to ensure that Educational Health Care Plans are adhered to and delivered effectively. You will also coordinate Annual Reviews of EHCP students and meet with specialists from the Local Authorities to ensure a high-quality provision of care.

You will have excellent communication and interpersonal skills alongside experience of working with students with EHCPs. You will have knowledge of specific learning difficulties, including Autistic Spectrum Condition, ADHD, visual impairment, Dyslexia, Dyspraxia and other co-occurring difficulties. You will provide leadership to the team of LSAs and plan and coordinate strategies, establishing clear priorities and deadlines.

This is a term-time role, working 38 hours per week over 38 weeks per annum. The salary for this term-time position is c. £30,000, which equates to a full-time salary of c. £36,000 per annum.

**To apply, find out more about the school, the department and our attractive staff benefits package, please visit our** [**website**](https://www.latymer-upper.org/) **and view the section “**[**Join our Team**](https://www.latymer-upper.org/join-our-team/why-work-for-us/)**”.**

**Closing date**: **10am on** **Monday, 1 November 2021**

**Interview date: Wednesday, 10 November 2021**

*The School is committed to safeguarding and promoting the welfare of children and young people. All posts are subject to an enhanced DBS check and receipt of two satisfactory references.*

*We are an equal opportunity employer, celebrating diversity and committed to creating a diverse and an inclusive environment for all employees.*