



Position: EHCP Coordinator

Hours and Salary: Scale point 7-11 £22,848 - £24,353 pro rata
FTE - £26,403 - £28,142

8-4pm Monday – Thursday, 8-3.30pm Friday

School and Location: Kelford School
Oakdale Road
Kimberworth
Rotherham
S61 2NU
Tel 01709 512088

Contract type: Fixed term until 31st October 2026

37 hours per week

Closing date: Midnight, Sunday 12th October

Shortlisting date: Tuesday 14th October

Interview date: Monday 20th October– timings to be confirmed

About our School

Kelford School is a well-established passionately child-centred special school for children and young people with severe and complex needs. Kelford School serves 174 amazing children and young people from the who are very well-supported by a highly dedicated and hard-working team of professionals. Kelford has exceptionally strong partnerships with other schools within Nexus Multi Academy Trust.

At Kelford School, we believe in holistic support for children and families, with a focus on all aspects of a child's life: their education, their health and their social needs; we are looking for a candidate who not only share our values, but who actively pursue their delivery.

About the Trust

This is an exciting opportunity to join an award winning Multi Academy Trust and be part of a welcoming and supportive team that serves amazing children and young people. Nexus Multi Academy Trust was founded in 2016, with 17 unique SEND and mainstream academies.

We are a growing, forward thinking and innovative Trust with a shared ethos, vision and values for a personalised child centred approach. We are committed and invested in "Learning together, to be the best we can be" and it is as relatable to every employee and partner of our Trust as it is to our children, young adults and their families.



Please see our website, for further information.

Our Opportunity

Kelford School is a fast paced and vibrant school community. All staff play a vital role in serving our amazing children, young people and their families. The EHCP Coordinator role directly links pupils, to their families, to our hard working and dedicated staff team to a wider professionals.

We are looking for an EHCP Co-ordinator, who can schedule and deliver Annual Review meetings ensuring that all voices are captured and heard. All Annual Review paperwork must be completed within statutory deadlines and submitted to the appropriate Local Authority.

The ideal candidate will have good technology skills and must have the ability to work at pace, be organised and be able to communicate to a wider range of stakeholders. Support and guidance will be provided by the school and from a professional who previously has undertaken this role.

Your work will be challenging and rewarding in equal measure and you will be working in a school where we maintain a strong safeguarding culture, where pupils are listened to, respected and involved in as many decisions as possible.

Ultimately, all of our roles give you the opportunity to enrich the lives of young people and make a positive difference and we are looking for individuals with the right motivation, personal qualities and good levels of resilience.

We offer a friendly and inclusive working environment and the chance to be part of a fantastic multidisciplinary team, who work hard and support each other to deliver personalised, bespoke education & care.

What you can expect from us

Wellbeing – Pay – Careers and Training – Annual Leave and Flexibility

- ✓ Access to free wellbeing support resources including counselling, medical and legal advice and an option to top up to private healthcare via corporate membership of a healthcare plan.
- ✓ Access to discount schemes for savings with high street retailers, restaurants, activities and lifestyle services
- ✓ Auto enrolment into a leading pension scheme with Teachers Pension Scheme or Local Government Pension Scheme
- ✓ Access to extensive and tailored career pathways, CPD programmes, training and coaching giving you the opportunity to grow and develop your career
- ✓ An Induction package to help you settle in and approach your role with confidence and enthusiasm
- ✓ The ability to contribute to and share quality practice with other professional TAs, Teachers and the wider team
- ✓ Internal opportunities across the Trust academies and to work with specialised leaders in education on nationally recognised projects
- ✓ Flexible working policies
- ✓ Cycle to Work Scheme
- ✓ Annual leave increases based on length of service plus bank holidays for support staff



To apply

For an application form please visit [Kelford Vacancies](#)

Completed applications to be returned via email or post to Samantha Sayles on kelford.vacancies@nexusmat.org or postal address: Oakdale Road, Kimberworth, Rotherham S61 2NU.

All candidates are advised to refer to the job profile before making an application.

We reserve the right to close this advertisement early should we receive if we receive a high volume of suitable applications.

Further information

For an informal and confidential conversation about the role, please contact Sarah Mulhall on 01709 512088.

Further information can be found on our school website www.kelfordschool.com

Nexus Multi Academy Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed.

This post involves working with children and young people. If successful you will be required to apply for a disclosure of criminal records check at an enhanced level and a barred list check. Further information about the Disclosure and Barring Service and can be found at www.gov.uk/disclosure-barring-service-check.

We are an equal opportunities employer committed to recruiting and retaining a diverse workforce.