



# KINGS'

SCHOOL · WINCHESTER

**Job Role:** EHCP Manager

**Start Date:** September 2026

**Salary:** E Grade £28,501 (£33,178 FTE)

**Hours:** 37 hours Full time, term time only (08:00–16:00)

We have a fantastic opportunity for an inspiring, enthusiastic, and dedicated individual to join our pupil support Team as a EHCP Manager. You will be a part of our vibrant and flourishing school community, where a love for learning and positive relationships extends beyond the classroom and into the life of the school.

Recruiting, developing, and retaining great staff is at the centre of realising our mission; investing in our people is therefore at the core of our vision for success. We recruit on character; we minimise distractions from our purpose (teaching, learning and pastoral care); and we focus on investing in you and your professional growth so you become the very best you can be.

To view the full job description and person specification attached to this role, please visit the [school website](#). Teachers of all career stages are welcomed to apply.

## Why Kings'?

Kings' is an exciting and rewarding place to be. Our pupils are keen to learn and succeed, and consistently show appreciation for their teachers' support and dedication. Our teaching and support staff are committed and hardworking, all firmly believing that we should help pupils be their best. Whether colleague or pupil, all members of the Kings' community live our values and collective morale is high.

Working at Kings' in Winchester, you will:

- Benefit from a supportive, encouraging culture of professional growth and autonomy.
- Be part of our friendly, welcoming team – you join our Kings' family, who live by our motto, Una Laborantes (Working together).
- Feel valued and recognised for your contributions, whilst being actively encouraged and supported in maintaining a healthy work-life balance.
- Receive a laptop that comes with continual support from our effective and dedicated in-house IT Support Team.
- Park on site, in a secure, accessible car park, equipped with EV charging spaces
- Work in well-resourced departments, with access to a high-quality library for professional development.
- Feel the benefits of working in the beautiful Hampshire countryside, on a large campus surrounded by greenery and open spaces.
- Employee Assistance Programme – 24/7/365 phone advice and counselling.
- Free staff gym and swimming sessions.
- Opportunity to earn additional pay through extra duties.

To see what current staff say about working at Kings' and learn more about our dedication to wellbeing and staff voice, visit our [website](#).

## How to apply

Download and complete an application [form](#), then email a copy to [recruit@kings-winchester.hants.sch.uk](mailto:recruit@kings-winchester.hants.sch.uk) by the stated closing date. Please note, we can only accept CVs with an accompanying application form and we are not able to support with sponsorship for this role.



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## **Purpose**

The core purpose of the EHCP Manager is to lead, coordinate and quality-assure provision for pupils with Education, Health and Care Plans (EHCPs), ensuring that statutory responsibilities are met and that pupils with SEND experience high-quality, person-centred support. The EHCP Manager will play a key role within the Pupil Support senior team, contributing to the culture of excellence, inclusion and high expectations for all pupils.

Working closely with the Director of SEND, SENCOs, SEND Officers, Learning Support Assistants, the Resource Provision Manager, pastoral teams and external agencies, the EHCP Manager will ensure that pupils with EHCPs receive effective, evidence-informed provision that enables them to thrive academically, socially and emotionally. The role requires strong professional curiosity, a commitment to improving outcomes for vulnerable young people, and the ability to build positive, productive relationships with families and professionals.

This is an exciting opportunity to join a newly formed SEND leadership structure from September 2026 and contribute to shaping the future of SEND provision at Kings' School.

**Reporting to:** Director of SEND

## **Specific Responsibilities / Accountabilities**

- Act as the lead professional for an allocated caseload of pupils with EHCPs, ensuring their needs are understood, met and regularly reviewed.
- Champion a person-centred approach, ensuring pupils' voices are heard and reflected in planning and provision.
- Chair Annual Review meetings, ensuring statutory processes are completed to a high standard, and that provision is monitored effectively.
- Build strong relationships with pupils, families, staff, external agencies and the Local Authority to ensure a holistic approach to support.
- Maintain and review the SEND register, ensuring accurate and up-to-date information informs planning and provision.
- Plan and deliver evidence-based interventions to support pupils with specific learning difficulties.
- Undertake additional responsibilities at the discretion of the Director of SEND or senior leadership as the role evolves.



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## Person Specification

### Qualifications and Training

#### Essential

- Qualifications at Level 3 or above, including GCSEs in English and Maths or equivalent.

#### Desirable

- Degree or equivalent qualification and/or relevant experience.
- Relevant SEND qualification or formal support qualification.

### Experience

#### Essential

- Experience of working with children and young people with Special Educational Needs and Disabilities (SEND).

#### Desirable

- Experience of working with children and young people in an educational setting.
- Experience of managing staff.
- Experience of planning and delivering intervention programmes.

### Knowledge, Skills and Abilities

#### Essential

- Passionate about improving outcomes for students with SEND.
- Demonstrates a commitment to safeguarding and promoting the welfare of children.
- Understanding of learning processes and, in particular, barriers to learning.
- Ability to use data and assessment tools to inform planning.

#### Desirable

- Understanding of Education, Health and Care Plans (EHCPs) and the annual review process.