**Annual Review Officer**

**Term Time Only (37 weeks)**

**Permanent**

**£19,662 to £21,718**

*Nescot is recognised as the ‘****Employer of the year’*** *at the Surrey Business Awards 2024 and offers a wide range of benefits and wellbeing activities to staff.*

At Nescot College, we are looking for a term-time Annual Review Officer to work in our modern and easily accessible campus in Epsom, Surrey. As an Annual Review Officer, you’ll become part of our Learning Support team and will oversee the Annual Review process for our 500 Educational Health and Care plan (EHCP) holders.

**Main responsibilities of the Annual Review Officer:**

* Implement the Annual review process
* Invitations for annual reviews
* Holding the annual reviews
* Administrative tasks within the Code of Practice legal timescales
* The Annual Review Officer will liaise closely with the Head of SEN D, SEN D Assessment Manager and the relevant Learning Support Coordinator.

**What we’re looking for:**

The Annual Review officer will be an experienced SEN practitioner who is enthusiastic and committed to helping students develop skills and grow their independence. Additionally, you’ll be an effective communicator, able to work well in a team and have understanding and empathy with students who have learning difficulties, are disaffected or have other behavioural problems. Training for this role will be provided.

**Benefits at Nescot:**

* A discounted on-site gym, sports hall, fitness class, Starbucks, osteopathy and day nursery
* 5-minute walk from Ewell East Station
* Blue Light Discount
* Free online qualifications
* Free parking on-site
* Eye care voucher

Work Pattern: 34 hours a week, 37 weeks a year

*Nescot is graded ‘Good’ by Ofsted following its latest inspection in January 2023. Inspectors rated the College as Good in all 8 aspects. The report recognises that students “enjoy their courses and are motivated to succeed”, and benefit from “highly supportive relationships” with staff. Safeguarding arrangements are “effective” with regular training for staff, and leaders have in place “an effective policy for safer recruitment.”. At Nescot, we’re proud of our inclusive culture. We welcome applications from all backgrounds. This role is employed through Nescot Enterprises Ltd, a wholly owned subsidiary of Nescot which operates different terms and conditions.*



**Closing date will be 16th July 2025.**

**Interviews will provisionally be 23rd July 2025.**

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**Job Description**

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| **Position Details:** |
| **Title:** | Annual Review Officer |
| **Department:** | Learning Support  |
| **Fraction:** | 0.7465 |
| **Status:** | Permanent  |
| **Grade:** | NEL LSA2 |
| **Child/Vulnerable Adult Contact:** | Yes |

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| **Reporting / Department Details:** |
| **Responsible to:** | SEN D Assessment Manager, Head of SEN/D and Learning Support Co-ordinators |

 **Functional links with:** Learning Support Assistants, Curriculum Staff

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| **Job Purpose:** |
| * To manage a caseload of Annual Reviews for EHCP holders in Nescot College
* To ensure Nescot meets its legal obligation to complete Annual Reviews within 1 year of the previous meeting
* To prepare and send paperwork relevant to the review **6** weeks prior to the meeting and to send any updates to the relevant Local Authority, within 2 weeks following the meeting.
* To ensure that the students voice is heard and recorded and any changes in provisions and support are shared with the relevant Coordinator. This means the support for students is appropriate to meet their needs and enables individuals to overcome barriers to learning and grow in independence.
* To build links with Local Authority caseworkers,
* To assist the college, improve success rates and implement the aims to widen participation and promote equality and diversity
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| **Main Duties and Tasks:** |
| **Assessment, Planning and Review of Support through Annual Reviews*** To manage the Annual Review process by –
* Inviting in the student, parents, and other stakeholders within a year from the last Annual Review
* Collating the paperwork and gathering information on student progress from Tutors, Coordinators, DLSA’s and LSA’s
* Producing Annual Review paperwork
* Holding and managing the Annual Review meeting
* Sending the updated Annual Review paperwork to the relevant Local Authority
* Tracking any changes to provision in line with the college offer
* Ensuring all Annual Reviews are completed within the required timeframe
* Communicate regularly with Course lecturers and other LS staff to share appropriate information relating to assessment, planning, delivery and review of support.
* Refer students for additional support within the department and other student services as appropriate

**Delivery of Support*** To provide clear guidance to students and parents on routes of progression
* To manage a caseload of Annual Reviews effectively when under pressure

 of time constraints* Keep records that are readily available to staff and assists with the

 preparation of resources as required**Personal Support*** Advocacy *–* acts as an advocate for students in and out of class setting

**General*** Participates in departmental meetings and staff development activities
* Shares good practice with other coordinators and DLSAs working within the

 team.* Works with SEN D Assessment Manager, Head of SEN D, LS coordinator and Transition Officer to update them on changes to provision
* Demonstrates a commitment to further developing skills and knowledge in order to enhance the Annual Review process offered to students
* Participates in activities to ensure high standards of support delivery such as Self-Assessment reports
* To undertake such additional duties as may be reasonably requested by the line manager or Director of Faculty commensurate with the post
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| **Personal Development:** |
| * Participates in, and co-operates with, own Performance Review Interview to ensure that job-related targets are met and on-going staff development in line with Nescot’s aims.
* To carry out Continuing Professional Development (CPD) relevant to the role, including subject or professional updates.
* Staff at Nescot are required to complete mandatory online training modules to ensure the highest standards of education and safety. This training covers (but not limited to) child protection, health and safety, first aid, fire safety, safeguarding, and data protection. Additionally, staff may be required to undertake training specific to their role. This ongoing professional development is essential for maintaining a positive and supportive environment.
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| **Equality and Diversity and Nescot Values:** |
| * It is the responsibility of the post holder to promote equality and diversity, Nescot Enterprise values and recognition of diversity throughout Nescot Enterprises.
* To follow and adhere to Nescot’s Equality and Diversity policy at all times
* The post holder will undertake their duties in full accordance with Nescot Enterprises’ policies and procedures relating to equality and diversity and Nescot Enterprise values.
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| **Safeguarding and PREVENT Responsibilities:** |
| * It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of students within the within NEL.
* The post holder will undertake their duties in full accordance with Nescot Enterprises’ policies and procedures relating to safeguarding, PREVENT and promoting the welfare of students.
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| **Additional Duties:** |
| To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within Nescot Enterprises at the initial place of work or any other of the College Group sites within the area. |

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| **Health and Safety:** |
| Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with Nescot Enterprises on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare.The Health and Safety Policy is available through Sharepoint, your line manager or via Onboarding.

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| **Terms and Conditions of Nescot Enterprises Ltd:** |
| * Please note that this is a post under Nescot Enterprises which has different terms and conditions to that of the College
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| **Annual Leave and Hours of Work:** |
| * Full time hours of work are 37.5 hours per week, normally worked Monday – Friday 8.45 am – 5.15 pm. Part time or casual hours will be as agreed.
* For full time staff annual leave is 25 days plus Bank Holidays plus 5 efficiency days taken at Christmas when the College is closed for 2 weeks. Part time staff’s annual leave will be pro rata. Please note that it is expected that post holders will take their annual leave at times convenient to the department and its students, which will normally therefore be at times when students are not in College.

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| **Pension** |
| * You have the right to join the NEST scheme and you will be automatically enrolled into the NEST Government Workplace Pension Scheme should you meet the required criteria of an eligible job holder. You may elect to opt out if you wish.
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This job description is current as dated. In consultation with the post holder, it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.UPDATED BY: SEN Assessment Manager Date: November 24UPDATED BY: HR Date: July 2025 |
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| **Person Specification – Annual Review Officer** |
|  | **Essential** | **How Identified\*** | **Desirable** | **How Identified\*** |
| **Experience** | Previous experience of working with young people or adults with learning difficulties preferably in an educational settingWorked successfully within a team | A/II | Experience of or commitment to support young people who have a combination of learning, physical and behavioural difficulties share their voice/views at meetingsExperience of running or supporting the running of Annual Reviews  | II |
| **Skills and Abilities** | Ability and confidence to run and chair meetings with students, parents, and other stakeholdersUnderstanding of and empathy with students who have learning difficulties, are disaffected or have behavioural problemsUnderstanding of and ability to employ strategies to promote positive behaviour.Excellent organisational and administrative skillsConfidence using IT skills for administrative tasksAbility to plan workload under pressure | A/IA/IIIIA/I |  |  |

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| **Qualifications** | Minimum grade ‘C’ in GCSE Maths and English or equivalentIT Level 2 | A/TT | Additional relevant SEN qualification(s) and/or willingness to undertake training in relevant skills | A/I |
| **Personal Qualities** | Excellent interpersonal and negotiation skills so able to form effective working relationships with young people and a wide range of professionalsAble to work on own initiative and as directedHas awareness of equality and diversity and NEL Values which is promoted within your roleCommitment to continuing professional developmentCommitment to safeguarding, PREVENT and promoting the welfare of learners The required health and physical capacity to carry out the relevant administrative activities, after NEL has made such adjustments as may be required under the disability provisions of the Equality Act 2010Commitment to energy management and sustainability | A/IIA/IA/IA/IMA/I |  |  |
| **KEY** |
| **A** = Application Form | **I** = Interview | **O** = Observed Teaching Session | **T** = Test | **M** = Medical Questionnaire |

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