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| **Job title:** Learning Support Coach for Apprenticeships - **Maternity cover**  **Reporting to:** Learning Support Lead - Apprenticeships  **Base:** The Roundhouse and across sites. |
| **Hours**  37 hours per week,52 weeks per year  **Contract Type** Support – Fixed term until -March 2026  **Holidays** 20 days plus 6 College closure days per year where applicable and 8 statutory days  **Salary** £26,174 per annum |
| **Job Purpose**  To work with the Inclusion Lead on all aspects of support for Apprentices with a view to audit requirement.  To manage the support of a cohort of apprentices so that all Inclusion needs are met. Write up support plans, liaise with staff, interpret information and enter/manage a spreadsheet. |
| **Key College Responsibilities**   * To provide a professional customer service to both internal and external customers * To ensure that quality standards are set, monitored and reviewed in all areas of our work * To demonstrate flexibility in responding to changing demands in personal, sectional or the College’s workload * To take responsibility for one’s own professional development and continually update as necessary * To comply with all relevant policies and to assist in the development of Inclusive practices to make reasonable adjustments under the Equality Act and ensure we go beyond compliance in all we do. * To comply with all Health and Safety policy, Child protection and Risk Assessment policy and legislation in the performance of the duties of the post * To take reasonable care of your own health, safety and welfare and that of any other person who may be affected by your actions or omissions whilst at work. You are also required to co-operate with the College to enable it to fulfil its legal obligations. Appropriate information, instruction, training and supervision will be provided to enable you to perform your duties in a manner that is deemed safe and without risk to health * To comply with all aspects of the Data Protection Act * To adhere to the College’s Computer Network Acceptable Use Policy * To undertake dynamic risk assessments during your working practice and ensure formal RAs are carried out for any ongoing activity * To carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job * Proactively promote and comply with all relevant College practice, guidelines, policies and procedures, and legislation, including but not limited to: Safeguarding, Equality and Diversity, Health and Safety, and Data Protection.   **Key role responsibilities**   * Work with individual students to establish their history of need, gather relevant assessment evidence and create a support plan to enable students to achieve. * To carry out a monthly evidence-based audit. * Work with apprenticeship assessors to fulfil their obligation towards recording evidence of support. * To accurately record ALL interventions on OneFile, (Including a support programme plan, session details, targets and progress reviews). * To inspire students and colleagues, identifying, interpreting and applying specific knowledge. * To fully participate in team meetings, professional development and events, and when pertinent deliver CPD sessions. * To maintain and update an excel spreadsheet to a high degree of accuracy. * Provide evidence of development and support against EHCP outcomes for those with an EHCP. * Work effectively and efficiently, within the SEND Code of Practice, Equality Act, College Vision and Mission and Funding Guidance. |
| **Person Specification** |
| **Competencies**  **Essential**   * Experience and understanding of the issues related to Additional Learning Support * Proven ability to analyse difficult situations, identify / recommend constructive solutions and implement them effectively * Ability to work to tight deadlines, planning and prioritising work to ensure deadlines are met * Evidence of achieving continuous improvement to drive results * Experience of interpreting and using relevant data effectively to improve performance * Accurate record keeping |
| **Knowledge and Experience**  **Essential**   * Experience of supporting learners. * Knowledge of SEND code of practice * Recent relevant experience of supporting students or a willingness to learn * Knowledge of SEND reforms and the development of Education, Health and Care Plans.   **Desirable**   * Experience of working with Apprentices / in FE * Knowledge in of the range of apprenticeships and support services available in Further Education Colleges * An understanding of the complex nature of Apprenticeship standards |

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