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| **Job title:** Learning Support Coordinator – Pathways  **Reporting to:** Learning Support Lead  **Base:**  Broomfield Hall |
| **Hours** 37 hours per week, 40 weeks per year  **Contract Type** Support  **Holidays** 20 days per year subject to service increases (5 days increase after 5 years); plus 6 College closure days per year where applicable and 8 statutory days  **Salary** £29,851 pro rata actual salary £27,015 |
| **Job Purpose**  The Learning Support Coordinator role is pivotal for the efficient running of the Learning Support Assistants within the specialist Pathways curriculum. The coordinator is responsible for the daily management of these key staff, their deployment and quality assurance of the LSA role. |
| **Key Responsibilities**  **Staff Management**   * Manage the day-to-day delivery of staff. * To be competent in managing difficult conversations. * To be competent to drive quality through appraisals, check ins, walk throughs and deep dives. * Manage and follow college policies, such as absence management. * To raise and develop high quality standards and expectations on delivery. * Manage termly audit assessments to drive improvement and quality.   **Support for Students**   * Develop an understanding of and provide for students ‘specific personal needs to ensure a safe learning environment. This may include providing some direct personal care, support and assistance to the student in respect of toileting, eating, mobility and dispensing medication. * Develop, maintain and apply knowledge and understanding of students general and specific learning needs, ensuring support is given to them at the appropriate level. * Promote the general success, progress and achievement of students and report any concerns to the specialist teachers and manager. * Develop a range of strategies to engage individuals and groups of students often with differing needs - personal, social, health and educational. * Promote and reinforce students’ self-esteem, appropriate learning behaviour and levels of effort. * Create and modify resources to support students with their learning and development. * To manage and analysis current and incoming student data to plan, manage and deliver effective support. * To work with individuals preparing resources and differentiated learning materials to support students’ individual needs. * Assist students moving around the college campus. * Assist with personal care (if required).   **In-class Support**   * Assist with classroom and student management/engagement. * Act as a note taker/scribe * Encourage independence and self-help skills * Contribute to the planning and evaluation of teaching and learning activities by being clear of own role in delivery, sharing realistic ideas, offering constructive suggestions, and giving feedback where appropriate. * Escort and supervise students on educational visits and out of college activities.   **Support for Curriculum**   * Work closely with the Pathways manager and specialist teachers, to ensure that the support needs of students are met, providing support for students within Pathways. * Participate in appropriate College information events and activities. * Contribute to the planning and supporting of ILP and target settings. * Maintain accurate records of all support activities. * You will be expected to attend and contribute towards planning, and review meetings, working along side teaching staff, outside agencies, parents/carers and feeder schools * 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. |
| **Person specification** |
| **Competencies**  **Essentials**   * 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. * Managing difficult conversations * To abide by absence and staff conduct protocol. * To raise and develop standards and expectations on the quality of delivery.   **Desirables** |
| **Knowledge and Experience**  **Essential**   * Experience of supporting learners. * Knowledge of frameworks, regulations and requirements of the sector and how these relate to the role * 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. * Knowledge of Equalities Act 2010 * Knowledge of RARPA |
| **Qualifications**  **Essential**   * Level 2 English * Level 2 Maths * Specialist qualification – supporting students with learning difficulties/disabilities or equivalent (or willing to work towards)   **Desirable**   * Level 2 IT |

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