ADDITIONAL LEARNING SUPPORT CO-ORDINATOR JOB DESCRIPTION

ABOUT CATS College CAMBRIDGE and CSVPA

CATS College and CSVPA offers an outstanding international pre-university educational experience to students aged 14+ from all over the world. CATS students live and work at the custom built Cambridge campus, studying for GCSEs, A levels and University Foundation Programmes, and preparing for admission to universities across the country and elsewhere. CSVPA students study in buildings in the heart of the City of Cambridge on courses ranges from Pre-Foundation to Masters Levels. We pride ourselves on our approach to teaching and learning, with small class sizes and an informal atmosphere ensuring that students are treated as individuals and build great relationships with staff.

OVERVIEW OF THE JOB

- To assist in the identification and assessment of students with additional learning support needs. To develop, organise and coordinate the general operation of ALS for students across all departments.
- To assist all areas of the curriculum in offering support to students identified as having additional learning support needs.
- To identify key learning strategies and assist staff and students in implementing these within their subject areas.
- To promote ALS throughout the college.

REPORTS TO

You will be directly responsible to the Vice Principal. You will work within the framework set by and under the general direction of the Principal.

MAIN RESPONSIBILITIES OF THE JOB

Additional Learning Support (ALS)

- To identify students with a Learning Difference and arrange for appropriate support to ensure their progress
- To ensure the maintenance of an accurate and up to date register of students with ALS needs.
- To ensure the maintenance of accurate and up to date files for each ALS students that meet the requirements of the applicable regulatory bodies (e.g. ISI, JCQ, Examination Boards etc.)
- To organise the initial screening tests for all students identified as having ALS needs as part of their applications to the College or referred for assessment by their subject teachers
- To co -ordinate the administration of detailed psychometric testing for access arrangements
- To make use of analysis and evaluate performance data provided
- To ensure that all students with learning difficulties and individual needs are given reasonable adjustments and provision to ensure that they have equal access to the curriculum and are able to demonstrate their skills and knowledge; this may include adjustments to classroom practice or the award of Access Arrangements
- To communicate the needs of the student to their teachers and advise on classroom practice to provide equality and access to the curriculum and methods for the student to demonstrate their knowledge and skills
- To support the highest possible quality of both teaching and learning
- To ensure effective tracking and recording, and proper reporting to parents and agents, in accordance with the College procedures, and monitor staff to ensure this is done
- To review constantly, and monitor teaching methodology and implement a variety of learning strategies, having regard to the individual learning needs of students

- To consult with subject staff and assist with the formulation, communication and monitoring of the Individual Education Plans.
- To ensure that concerns and ideas related to ALS are considered as part of the College's development planning process and, also to assist in ensuring that all subject staff fully understand their responsibilities in delivering annual College targets relating to ALS.

As part of your wider role within the College, you will also:

- Contribute to the College's PSHE and associated programmes;
- Contribute to the College's University and College access programmes;
- Support the College's programme of trips and activities;
- Participate in the College's induction programmes for new students;
- Support the College welfare team by ensuring concerns are communicated and acted on;
- Play a full part in your own professional development and that of colleagues;
- Attend appropriate meetings and in-service training programmes;
- Contribute to the development and implementation of the College's vision;
- Communicate effectively with students, parents, colleagues and others;
- Fulfil wider professional responsibilities;
- Participate in the College's appraisal and performance management processes;
- Undertake other appropriate tasks that the Principal may assign.

You will maintain standards of ethics and behaviour in and out of school.

In particular, you will:

- Treat students with dignity, building relationships rooted in mutual respect;
- Have regard for the need to safeguard students' well-being;
- Show tolerance of and respect for the rights of others;
- Maintain high standards of attendance and punctuality;
- Generally be in College during the teaching day, except with agreement of your line manager;
- Help to create and maintain a safe working environment for everyone;
- Understand and act within the relevant College, national and statutory frameworks.

PERSON SPECIFICATION

The job requires that you have:

- A Level 7 Diploma in Teaching and Assessing Learners with Dyslexia/Specific Learning Difficulties;
- A good academic degree in a key curriculum subject area;
- Effective time management skills;
- Strong communication abilities;
- Great interpersonal skills, both verbal and written
- Good levels of IT literacy;
- Strong presentation skills;
- Clarity of speech;
- A calm and diplomatic approach;

It also requires that you are:

- Passionate about your subject;
- An advocate for cultural diversity and globalisation;
- Willing to play a part in the wider life of the College;
- A good team player, but also able to work autonomously;
- Willing to accept additional responsibilities;
- Good at prioritising conflicting demands;
- Able to meet deadlines;
- Neat, well-groomed and well-presented;
- A strong role model for young people.

CARE (CUSTOMER FIRST) PRINCIPLES

Everyone who is part of the CATS College and CSVPA community is expected to CARE. This means that we:

Commit

- Go the extra mile
- Follow-up & follow through

Act

- Take ownership
- Look for a solution

Respond

- Address issues positively
- Communicate proactively

Empathise

- Are active listeners
- Are respectful and value students, parents and other customers

About CEG

Cambridge Education Group (CEG). CEG is a leading provider of pre-university academic courses and English language courses in the UK. We provide programmes including A Level, IB and University Foundation, as well as English Language Study, to a growing number of international students seeking to win places at UK universities.

We operate a number of different educational brands: CATS Colleges in Cambridge, Canterbury and London; CATS Academy in Boston; CSVPA; On Campus programmes at universities in the USA and Europe; and Stafford House English language schools and study holidays. We benefit from being part of a global team focused on teaching and learning.

And finally

CEG is committed to safeguarding and promoting the welfare of children and young people and expect everyone connected with the College/s to share this commitment.