

BARNET AND SOUTHGATE COLLEGE JOB RESPONSIBILITY PROFILE

POST:	LLDD Specialist Team Leader (Supported Learning)
POST REFERENCE:	LLDD-STL
SALARY:	Support Scale SO2-P01 A32-A34 (0.9695 FTE)
HOURS:	36 hours per week 42 weeks per annum pro rata inclusive of Outer London weighting
PRIMARY LOCATION:	Southgate Campus, although the post holder may be required to work at any of the College's main sites.
PUIRPOSE OF POST:	To lead, mentor and train the team of Study Support Assistants to support students with learning difficulties and disabilities to access the curriculum and achieve the goals in their learning programmes.
RESPONSIBLE TO:	Head of Department (Operations)

Main Duties LLDD Specialist Lead Support (S01):

1. To collaborate with the other LLDD specialist support leads and Head of operations to co-ordinate the work of the support team with regards to quality, engagement and support.
2. To line manage support staff with their roles and responsibilities, formally through the observation and appraisal procedures and on an operational daily basis.
3. To mentor, train and coach support workers to be highly effective.
4. To guide and support SSAs in helping students follow their independence plan when a teacher is absent and no cover is available.
5. To coordinate the provision of learning and care needs for students, both in the classroom and outside the classroom.
6. To carry out and ensure that PEEPS (Personal Emergency Evacuation Procedures) are in place for all supported students as required.
7. To assist tutors to complete risk assessments where appropriate
8. To be one of the department's Designated Safeguarding Officers and offer expertise in this area if the department requires its own designated safeguarded officers in future.
9. To design, lead and carry out a robust induction plan for all support staff.
10. To work with appropriate College teaching and clinical staff to improve learning opportunities for all students and enhance the quality of the

- learning experience.
11. To provide relevant staff development activities and training for support roles and support the head in organising relevant external training.
 12. To lead and chair daily support meetings and keep records stored on shared IT folders.
 13. To work with and assist tutors on any actions regarding support changes to enable independence
 14. To work closely with the therapy teams and to support staff training to support students in use of specialist equipment aids and adaptations.
 15. To develop and adapt learning materials for students where appropriate.
 16. To maintain records for internal and external audit purposes.
 17. To work with the personal tutors and programme leaders updating reports and reviews of students with Education Health and Care plans.
 18. To work with teams to create and monitor effective Individual SMART targets.
 19. To assist students and staff with planning of progression and suitable transitions including advice and information.
 20. To be on call and respond to any issues.
 21. To understand and plan break time activities to develop independence.
 22. To maintain positive relationships with external partners including agencies
 23. To provide observational feedback reports relating to SSA agency staff to external partners on the quality of SSA support provided.
 24. To work flexibly to deliver the service, especially in respect of start times to ensure there is full SSA cover on a daily basis.

General duties and responsibilities:

25. To act in accordance with College values and positively represent Barnet and Southgate College in all aspects of your work.
26. To operate in accordance with the College's policies and procedures.
27. To act in a safe manner which safeguards the health and safety of yourself and others.
28. To be aware of equality and diversity, the needs of customers and learners and demonstrate these principles in all aspects of your work.
29. To be familiar with and comply with the College's safeguarding requirements which protect the welfare of children and vulnerable adults.
30. To participate in and take responsibility for your own learning and development.
31. To provide cover or support for other members of your team and undertake any other duties required by your line manager appropriate to your position within the organisation. This includes attending other Barnet and Southgate College campuses if required.
32. To be aware of new resources available and consider a range of teaching strategies and resources that could be utilised for learners with LLDD.
33. To work with the teaching and support teams to ensure that all learners are adequately assessed to establish baseline on arrival.
34. To work with teaching and support teams to observe learner progress

and monitor learning plans through pro monitor.

- 35. To Participate in the target setting process for all learners
- 36. To work with the relevant managers to educate the support teams the Pedagogy of services.
- 37. Work closely with managers to ensure that all members of staff recognise and fulfil their statutory responsibilities to learners with LLDD.
- 38. Provide professional guidance to secure good teaching for LLDD learners, through both written guidance, personal advice and training and by modelling good practice.

PERSON SPECIFICATION

CRITERIA	Essential	Desirable	Method of Assessment A – Application Form I – Interview P - Presentation
Qualifications	Education to at least A Level standard or equivalent experience is essential.	Degree	A/I
		Relevant SEN Qualification	A
		A recognised qualification in teaching or supporting learning.	A
Experience	Experience of providing learning support to students in an educational environment is essential and experience of.	Experience of working in further education	A/I
	Experience of team co-ordination and working with local authorities.	Working with special schools	A/I
	Experience of assessing people with specific additional support needs and learning disabilities.	Assessment of students with complex learning disabilities	A/I
	Experience of leading staff teams and managing performance.		A/I
	Experience of training and coaching staff development.	Design and implementation of training plans	A/I
Knowledge & Skills	Excellent organisational skills are essential.		A/I

CRITERIA	Essential	Desirable	Method of Assessment A – Application Form I – Interview P - Presentation
	An ability to motivate and work with teams, and to problem solve is essential.		A/I
	Excellent IT skills and an ability to use MS Word, Outlook and Excel applications is essential.	A range of MIS systems	A/I
	An ability to work within and implement the College's Equalities and Safeguarding Policies is essential.	Have experience of being a DSO is highly desirable	A/I
	A key understanding of positive behaviour management and strategies used to manage and change behaviour.		A/I
	A key understanding of all formats of verbal and non-verbal communication methods and strategies used to support learners.		A/I
	A key understanding of assistive technologies including low and high tech devices and software packages available.		A/I
Personal Attributes	A genuine interest in the educational, personal, emotional and social development of people with Learning Difficulties and/or Disabilities is essential.	A genuine interest in education for the Profound and Multiple Learning Disabilities (PMLD) cohort including an understanding of multi-sensory curriculum and key strategies and interventions used.	A/I
	An ability to respond sensitively and appropriately to student needs is essential.		A/I

CRITERIA	Essential	Desirable	Method of Assessment A – Application Form I – Interview P - Presentation
	Reliable attendance and punctuality are essential.		A/I
	A flexible approach to work is essential, along with the ability to work on your own initiative and as part of a team.		A/I
	A confident and friendly manner, excellent interpersonal skills and an ability to communicate with a wide range of people are essential.		A/I
	To possess sensitivity and understanding for the need for confidentiality, and awareness of the range of problems and issues likely to be encountered in relation to the role.		A/I
	Emotional and physical robustness to work in an environment that includes emotionally and behaviourally challenging students.		A/I
	Evidence of commitment to own continuous professional development (please give information about your CPD during the past 2 years).		A
	Able to uphold and behave in accordance with the College's core values (Learner at the centre, continuous learning and improving, equality and inclusiveness, team working, professionalism and challenging the norm).		A
	A professional and flexible approach to work.		A
	Commitment to promoting equality and diversity in what we do.		A/I

CRITERIA	Essential	Desirable	Method of Assessment A – Application Form I – Interview P - Presentation
	Ability and willingness to travel and work at all main College campuses.		A
	Ability and willingness to participate in cross college activities e.g. enrolment, open days.		A
	Commitment to promoting safeguarding, health and safety and the learner voice.		A