



CREATING GREAT FUTURES

At Croydon College Group our staff are passionate and committed to achieve the very best outcomes for our students. We recognise and value our people as our most important asset in achieving each of the aspirations within our [College's Strategic Plan 2019-2024](#). We believe it is through our people that an excellent student experience will be delivered, and this will have a positive impact in our local community. We value inclusion and we are committed to the promotion of equality, diversity, and inclusion, ensuring we have a diverse, skilled, and motivated workforce who are empowered and engaged. This makes our College a unique, vibrant and rewarding place to work.

Our visions and values ensure that we put our students first and value our staff. You can view a short video on our vision and values [here](#).

Coulston Campus

Coulston Sixth Form College was formed in 1988 on the site of the former Purley High School for Boys which existed from 1914 to 1988. Originally located in Purley, in 1936 it relocated to Placehouse Lane, Old Coulston. Our wonderful campus remains in the heart of Old Coulston, having had a complete rebuild, which offers exceptional learning facilities to our students, and a fantastic working environment for our staff. In February 2019 Coulston Sixth Form College was incorporated into Croydon College, bringing together both of Croydon's Ofsted Good Colleges.

JOB DESCRIPTION

Main Duties and Responsibilities:

A. Support, Learning and Assessment

- To deliver high quality support and individualised learning programmes to young people with complex support needs in small groups, with other support workers working with individuals and 1.1 in a range of contexts e.g. in college, at work, in the community
- To develop positive and appropriate relationships with students and provide support and learning that inspires and motivates, that is personalised to meet their individual needs and that supports individual development and progress towards adulthood
- To provide reassurance, encouragement and feedback to enable students to develop the confidence, independence, communication, personal and social, work and life skills they need for the future



- To utilise effective strategies and approaches to enable individual learners to achieve their targets and outcomes
- To communicate effectively with learners to support their understanding and participation in learning and to support positive behaviour
- To collaborate and communicate effectively with other professionals and parents/carers to support students on courses and carry out therapy and support programmes as advised
- To provide feedback to teachers, parents/carers and other professionals and keep accurate records of support and progress as required
- To work proactively and positively with colleagues, parent/carers and other professionals e.g. from Social Services and Health, to ensure that learners have the best learning and support experiences possible
- To ensure that resources and communication strategies are accessible and age appropriate and support learning, development and progress
- To assist learners in moving around the building, using college and community facilities and at work
- To make use of assistive technology and educational aids where appropriate to promote independence
- To ensure that curriculum content, learning materials and curriculum delivery is age appropriate and gives positive images of minority groups
- To contribute to effective transition planning and induction activities as required

B. Student Welfare

- To supervise and ensure the safety of learners at all times from arrival to departure during each day
- To be committed to the safeguarding of children and vulnerable adults
- To administer medication to students, (with appropriate training)



- To support students with intimate personal care, eating/drinking and PEG feeding (with appropriate training), making sure that appropriate measures are always in place to ensure safety and dignity
- To provide support for students with challenging behaviour, use control, restraint and safe holding as needed (with appropriate training)
- To physically support students as they walk, push students in wheelchairs and operate manual handling equipment e.g., hoists, under guidance from professionals/colleagues/students and in a variety of contexts
- To ensure that the safety of students is a priority and that risk assessments and health and safety measures are fully implemented
- To ensure that equipment/materials/environments are safe and always appropriately used

C. Staff Development and Appraisal

- To undertake such staff development activities as required
- To maintain an up-to-date knowledge of the specialist subject/discipline area
- To participate in the college Appraisal Scheme as required
- To undertake staff development needs identified during appraisal or by the relevant academic manager

D. Teamwork, Management and Administration

- To work closely and collaboratively with teaching, support and other colleagues in the area/College and other professionals to develop best practice in supporting young people
- To carry out administrative duties as required
- To participate in internal and external meetings as required
- To contribute to the setting, reviewing and achievement of team targets and development plans
- To contribute positively to self-assessment, quality improvement action plans and other quality systems



- To take a pro-active role in enhancing the reputation of the College and area of work
- To maintain records in accordance with College requirements and meet requests for information in a timely manner.
- To ensure that all targets as agreed and set by the College are met
- To assist in the marketing or presentation of programmes and recruitment of students in accordance with the requirements of the College and department

E. Quality and Student Evaluation

- To continuously evaluate all aspects of own professional practice in order to maximise teaching, learning and assessment, learner success and the quality of the learner experience
- To help identify own learning needs through appraisal and engage in relevant professional development
- To work towards obtaining any relevant qualifications required for the job
- To contribute to the implementation of the College's and academic area's Quality Improvement Plans.
- To participate fully in learning walks, teaching and learning observations, inspections and visits from professional and awarding bodies
- To fully participate in student and programme evaluation as required.

Person Specification

	Essential	Desirable
Qualifications	1. Literacy qualifications/ability at level 2 (or a willingness to achieve) 2. A specialist qualification in SEN (or a willingness to achieve) and a commitment to further study/training in SEND as appropriate.	

<p>Knowledge, Skills and Experience</p>	<ol style="list-style-type: none"> 1. An understanding of the educational and social needs of young people who have severe learning difficulties (SLD), autism (ASC) and profound and multiple learning difficulties (PMLD) and experience of and a commitment to working with learners with a range of complex needs 2. Experience of taking part in planning, delivering and evaluating high quality learning and support that is sensitive to the needs of individuals and promotes independence and adulthood 3. Ability to take responsibility for individuals and groups of students, who may include students who communicate using challenging behaviours, during activities in out of college which may include physically supporting students, pushing wheelchairs, coping with emergency situations, administering medication and supporting personal care needs 4. Knowledge and experience of using appropriate and effective positive behaviour strategies and of supporting young people with emotional and behavioural support needs 5. Ability to communicate effectively with learners using a range of methods 6. An understanding of and commitment to the safeguarding of children, young people and vulnerable adults 7. Ability to work effectively as part of a team and a commitment to collaborating and communicating effectively with students, parents/carers and other professionals 8. Good organisational, communication and IT skills and the ability to keep high quality records 	
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	<p>9. Experience and understanding of ensuring appropriate measures are in place to ensure that risks are minimised and students are safe at all times</p> <p>10. Ability to demonstrate a commitment to the view that students with special educational needs can and do achieve great things and that they are adults and individuals in their own right</p> <p>11. A commitment to and understanding of Equality and Diversity, Health and Safety and Data Protection</p>	
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NB: This job description and persona specification outlines a range of main duties. It is not exhaustive and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

Safeguarding

This post is recruited in line with Safer Recruitment practices. You must demonstrate in your application, your ability to work in a way that promotes the safety and wellbeing of children and young people. If you are successful, this post will be subject to an enhanced DBS check and other onboarding requirements in line with the [Keeping Children Safe in Education Guidelines](#).

Staff Benefits

Apart from our great location, our wonderful staff and positive culture, we also offer a range of other staff benefits. This includes:

- Generous annual leave
- Defined benefit pension schemes
- Cycle to work scheme
- IT salary sacrifice scheme
- UNIDAYS online discount
- Costco membership card
- TOTUM NUS Extra Card
- Annual season ticket loans
- On-site [Aura Hair and Beauty Salon](#) offering hairdressing, beauty and complementary therapies at competitive prices
- Access and use of the College library



We also value staff development and have 7 days a year planned for staff development, including elements of team development, socialisation and staff wellbeing.

Next Steps

If you are as passionate about making a difference, we look forward to receiving your application and joining our great college group.

Apply via: <https://croydon.ac.uk/student-life/job-vacancies/>

Application Closing Date: 14 April 2024

Interview / Selection Date: Likely to be before and ongoing during advert rollout week ending, 14 April 2024

Please apply as soon as you can to secure a date. This advert may be closed earlier depending on volume of candidates.

