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| **Job Description** | |
| **Job Title:** | Learning Support Coordinator |
| **Department:** | Learning Support |
| **Grade:** | Sixth Form Colleges Forum (SFCA) Support Staff Band 7 salary spine –£30,869-33,291 per annum (pro rata) pro-rata based on experience |
| **Hours:** | 37 hours - term time only plus 4 days |
| **Contract:** | Permanent |
| **Responsible to:** | Head of Learning Support |
| *This job description complement that relating specifically to the post and Conditions of Service as laid down in SFCA Support Staff Handbook. These may be reviewed and amended in consultation with the post holder in the light of changes in the requirement and priorities within the College.* | |
| **Department Information:**  Additional Support at Varndean College is a large vibrant department. The team support students individually in 1-to-1 meetings, in small groups and in class. Our students have issues ranging from dyslexia, dyspraxia and literacy difficulties through to more complex learning needs. We have a number of students on the autistic spectrum, some of whom require more intensive support. We also have students who need help with the physical aspects of their studies, such as note-taking and organisation, as well as those who need help to access their curriculum.  The department have developed a first-rate wellbeing service integrated into our additional support area with a team of wellbeing workers, counsellors and a Mental Health Practitioner.  The ethos of our Additional Support team is that the student is supported to stay in college, to make excellent progress and to be happy.  **The main purpose of the job:**  The Additional Support Coordinator is responsible for assisting the Head of Learning Support with the coordination of the Additional Support Team to provide an effective service for students with long-term and short-term learning difficulties and disabilities and to work towards implementation of the College Strategic Plan. They will manage a team of LSAs as well as co-ordinate day to day timetabling of in-class support, work with exam access co-coordinator and well-being lead, and support in EHCP plans. | |
| **Team Management**  • To work with the Head of Learning Support to ensure the effective performance of a team of LSAs including all aspects of performance management and overseeing LSA timetables.  • To advise LSA’s of the needs of students with learning inclusion issues and of suitable methods and strategies to remediate these needs. This may include the modelling of good practice or support with planning and review.  • To be responsible for co-ordinating, recording and monitoring the CPD needs of Learning Support Assistants.  • Support the delivery of 1:1 support sessions.  • Coordinate in-class cover when an LSA is absent.  • Deputise for the Head of Learning Support in their absence.  **SEND Provision**  • To have an allocated group of Key SEND / EHCP students and be the first point of contact in respect to their needs. Identification, assessment and provision for a case load of Students with Special Educational Needs or Disabilities  • Actively drive awareness and inclusion of learners with SEND and EHCPs across all curriculum areas, including supporting tutors with differentiated planning for learning.  •Engage in liaison meetings with appropriate outside agencies, under the direction of the Head of Learning Support e.g. Ed Psych, Speech and Language service, ASC service, Local Authority etc. and to facilitate opportunities for external agencies to work with students and staff when appropriate and positively engage with parents and carers where appropriate to collaboratively ensure students success and independence.  • Produce and monitor transition plans with clear and realistic progression opportunities.  • Liaise with Learning Support staff, Heads of School, Programme Leaders and class teachers about students with SEN and, where necessary, refer students to the appropriate external agencies for further support.  • Deliver group sessions to students on areas such as study skills, assistive technology sessions and what to expect with exam arrangements.  •Plan and deliver suitable programmes of work and in-class support strategies for students with SEND.  **Strategic Responsibilities:**  To work with the Head of Learning Support to:  • Raise standards of SEND student inclusion, attainment and achievement by monitoring and supporting student progress.  • Monitor student progress through the use of college and departmental assessment data to ensure that appropriate intervention strategies that raise overall standards are implemented.  • Monitor the impact and effectiveness of SEND transition out of Varndean College, including data analysis relating to destinations, value-added attendance and achievement.  • Be responsible for ensuring teaching staff are appropriately trained in relation to students with SEND and to maintain an up-to-date awareness of current policy and practice in learning support provision.  • To create meaningful transition opportunities for learners with SEND into college, proactively responding to the changing governmental strategies and policies for this area.  • To lead on staff development and INSET training regarding SEND where appropriate.  • Actively contribute and support the departmental Self-Assessment Report (SAR).  **EHCP support**  • Support the Head of Learning Support with the coordination of EHCPs, including undertaking needs assessments, funding applications, responding to Local Authority consultation for individual placement requests, conducting annual reviews and ensuring the objectives and the outcomes in the EHCP are met.  • Keep detailed records of the progress of key students receiving Learning Support, including writing and reviewing profiles, progress documents and Annual Reviews.  • Be the key worker for EHCP students, responsible for specific EHCP children, leading on the annual IEP’s and monitoring of academic progress.  **Generic Responsibilities**  •Undertake other duties as determined by the developing nature of the service and the Head of Learning Support.  •Be aware of and comply with policies and procedures relating to safeguarding and the welfare of students, child protection, equality and diversity, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.  •Promote the College’s equal opportunities and diversity policy, support difference and ensure students have equal access to opportunities to learn and develop.  •Appreciate and support the role of other professionals.  •Attend and participate in relevant meetings as required.  •Participate in training and other learning activities and performance development as required.  •Assist with the supervision of students out of lesson times where necessary, including break and lunchtime.  •Attend Open Evenings as required.  •Undertake such other duties as the Principal may request within reason. | |
| This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties of the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a re-evaluation of the grading of the post. | |

June 2019

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| **Person Specification** | | |
| **Job Title:** Learning Support Coordinator | | |
|  | **Essential** | **Desirable** |
| **Education,**  **Qualifications and Training** | * A relevant degree and/or professional vocational qualification/or hands experience within a sixth form setting * A specialist high needs/ SEN professional qualification | * A recognised teaching qualification/qualified teacher status or other professional qualification equivalent and relevant teaching experience * A professional qualification in Learning Support needs * Experience of working within a highly inclusive sixth form setting |
| **Experience and Knowledge** | * Experience of supporting a range of disabilities and learning difficulties in a post -16 setting * Experience in being accountable and responsible for a number of student outcomes and progression * Have a secure working knowledge of, and experience of the funding mechanisms for High Needs Students * Experience with students aged 16-19 and an understanding of, and empathy with, the needs of young adults * Experience of supporting learning needs on a one to one or classroom basis * Basic knowledge of child protection legislation * Awareness of the role of assistive technology in supporting students and willingness to explore the potential of new technologies as they emerge | * Experience of conducting tests for examination arrangements * Experience of working within a highly inclusive sixth form setting * Proven leadership abilities and experience of managing staff |
| **Skills and Abilities** | * A strong commitment to the College’s aim of providing quality education in a supportive community and a commitment to equality of rights and opportunities * High levels of communication, organisational and IT skills * Commitment to personal development, both as a member of a team and as an individual * The ability to use initiative, stay positive, and meet deadlines, even when working under pressure * An enthusiastic team player with a highly organised and flexible approach and the ability to work within strict confidentiality requirements * Strong, effective communication skills with a range of audiences * Ability to work within a flexible and demand led approach |  |
| **Other requirements** | * A flexible approach to work and working hours to meet College needs * An understanding of safeguarding and its importance within the college * A commitment to equality of opportunity |  |

Varndean College has a commitment to safeguarding and promoting the welfare of students and expects all staff to share this commitment. All posts are subject to Enhanced Disclosure Clearance through the Criminal Records Bureau. Please note candidates’ suitability to work with children and young people will be explored at interview.

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| **Person Specification** | | |
| **Job Title: Additional Support Coordinator** | | |
|  | **Essential** | **Desirable** |
| **Education,**  **Qualifications and Training** | * A relevant degree and/or professional vocational qualification/or hands experience within a sixth form setting * A professional qualification in Learning Support needs | * Experience of working within a highly inclusive sixth form setting |
| **Experience and Knowledge** | * Experience of supporting a range of disabilities and learning difficulties in a post -16 setting * Experience in being accountable and responsible for a number of student outcomes and progression * Have a secure working knowledge of, and experience of the funding mechanisms for High Needs Students * Experience with students aged 16-19 and an understanding of, and empathy with, the needs of young adults * Experience of supporting learning needs on a one to one or classroom basis * Basic knowledge of child protection legislation * Awareness of the role of assistive technology in supporting students and willingness to explore the potential of new technologies as they emerge | * Experience of working within a highly inclusive sixth form setting * Proven leadership abilities and experience of managing staff |
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**General Terms and Conditions of Employment – Learning Support Coordinator**

1. **Contract**

The successful candidate will be offered a permanent, term time plus 4 weeks support staff contract of employment working 43 weeks per year..

1. **Working hours/working weeks**

This post is full-time, 37 hrs per week working Monday to Friday working 43 weeks per year.

1. **Salary**

This post is paid at Band 7, point 38 of the SFCA Support Staff pay spine, currently £30,869 per annum (pro rata). Actual salary is £29,088 pa. Salaries are paid monthly by BACS payment on the last working day of the month.

1. **Holiday Entitlement**

Term-time members of staff are paid their leave entitlement as salary in addition to their working weeks. This postholder will work for 43 weeks and will be paid for 49 weeks. This is based on an annual leave entitlement of 27 days holiday, plus 2 extra days at Christmas and 8 bank holidays (pro rata for part-time staff).

1. **Pension Entitlement**

All employees automatically become members of the Local Government Pension Scheme unless they decide to opt out. Members of the scheme are required to contribute a percentage of their pensionable pay, according to their salary. Varndean College will make a further contribution of 18% of the pensionable pay.

1. **Notice Period**

You are entitled to 1 week’s notice for employment under 2 years and thereafter 1 week’s notice for each year of continuous employment up to 12 years. You are required to give 1 month’s notice.

1. **Pre-appointment Checks**

This appointment is subject to satisfactory references, an enhanced DBS check, health clearance, evidence of right to work in the UK and presentation of original qualification certificates (where required).

1. **Probation**

A six*-*month probationary period will apply to this post.

1. **Protection of Children and Vulnerable Adults**

The College is committed to safeguarding and promoting the welfare of children and vulnerable adults, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

The nature of this post requires the College to undertake an enhanced Disclosure and Barring Service check on the appointed candidate for any convictions which make it undesirable for the candidate to undertake this post. **Under the terms of the check you are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the rehabilitation of Offenders Act 1974**