

**Rochdale**  
sixth form  
college

JOB DESCRIPTION & PERSON SPECIFICATION:

# Additional Learning Support Coordinator



**OFFICIALLY  
OUTSTANDING**

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## Job Description

<b>Job Title:</b>	Additional Learning Support Coordinator
<b>Reports to:</b>	Assistant Principal (Social Science, Humanities and Intervention & Inclusion)
<b>Remuneration:</b>	All appointments will be made on the nationally agreed Sixth Form College pay spine based on qualification and experience. The salary for this post is Points 29-32 currently £23,496 to £25,725 (actual for term time plus 5 days is £20,820 to £22,795).
<b>Contract:</b>	Permanent – 37 hrs per week – Term Time Only + 5 days Required to work to 6pm on a rota basis within our Achievement Centre study area
<b>Start Date:</b>	Immediate

## Overall Purpose of the Post

- To coordinate the Additional Learning Support (ALS) offer ensuring that all students with Additional Learning Needs (ALN) are achieving their potential and that appropriate strategies are employed by the Learning Support Officers (LSOs) on a day to day basis.
- To coordinate the timely completion of reports and ensure that liaison with teachers and SPDLs (Student Performance and Development Leaders) is effective and solution focused.
- To develop effective links with SENCOs in partner schools to manage the effective transition of students with ALN.
- To implement agreed learning support with individuals/groups and support teaching staff in the learning and development of students.
- To provide detailed and specialist skills/knowledge within the field of SEN (special educational needs)/ ALN (additional learning needs).
- To coordinate the exam concessions assessments and subsequent Form 8 documentation under the guidance of the Assistant Principal.
- To liaise with appropriate schools/agencies with regards to the EHC plans and implement subsequent review points.
- Contribute towards the development of appropriate study skills support and Achievement Centre placements.

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## Key Duties

- Perform the role of LSO.
- Co-ordinate the LSO team including line management and timetabling of student support in lessons.
- Coordinate the allocation of support hours for students with ALN.
- Develop effective links with SENCOs in partner schools to manage the effective transition of students with ALN.
- Implement learning support with individuals/groups and support teaching staff in the learning and development of students.
- Coordinate exam concessions assessments in liaison with the Assistant Principal.
- Ensure EHCs, IEPs, monthly reports and resources for students are up to date.
- Work with the Assistant Principal to ensure the highest quality of ALN support is available.
- Work with the Assistant Principal to develop appropriate study skills support.
- Work with the Assistant Principal and SPDs to co-ordinate Achievement Centre placements.
- Meet with line manager weekly to ensure that a full overview of the week is provided.
- Ensure EHCs, IEPs, monthly reports and resources for students are up to date.
- Working with the Examinations Manager and Assistant Principal, ensure all Form 8 documentation is completed and ensure appropriate Access Arrangements are in place as required (including the application for Access Arrangements online).
- Analyse the academic performance of students with Additional Learning Needs following key assessment points examination results in order to identify areas of development.
- Sharing best practice to continuously strive for improvement on practice and procedures.
- Write reports as applicable.

## Support for the College

The Additional Learning Support Coordinator will: -

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference to help ensure everyone has equal access to the services of the college and feels valued, respecting their social, cultural linguistic, religious and ethnic background.
- Contribute to the college ethos, aims and development/improvement plan.
- Attend and participate in meetings as required.
- Undertake personal development through training and other learning activities including performance management as required.



## General

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading. This is a new post. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. An enhanced DBS check will be carried out on the successful candidate. RSFC is committed to equal opportunities for all.

The successful candidate will be required to complete a satisfactory medical screening assessment and provide two satisfactory references, identity check and right to work.

Your terms and conditions are specified within your contract of employment.

## Person Specification

			Assessed by:	
No.	CATEGORIES	Essential/ Desirable	App Form	Interview
<b>QUALIFICATTIONS AND EXPERIENCE</b>				
1.	Level 2 (GCSE A* - C) in English and maths.	E	√	
2.	Good knowledge of Special Educational Needs / Additional Learning Needs.	E	√	√
3.	Recent experience of supporting A Level students in a classroom environment, including those with special educational needs.	E	√	√
4.	Knowledge of the different types of Access Arrangements and the Form 8 process.	D	√	√
5.	Level 3 (A Level) or equivalent qualifications.	D	√	
6.	Level 3 Certificate for Teaching Assistants.	D	√	
7.	Line management experience	D	√	√
<b>SKILLS AND KNOWLEDGE</b>				
8.	Ability to establish positive relationships with students and empathise with their needs.	E	√	√
9.	Ability to demonstrate active listening skills.	E	√	√

10.	Ability to provide high levels of individual attention, reassurance and help with learning tasks as appropriate to students' needs.	E	√	√
11.	Ability to monitor the students' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.	E	√	√
12.	Ability to offer constructive feedback to students to reinforce self-esteem.	E	√	√
13.	Ability to deal sensitively with complex and sensitive issues.	E	√	√
<b>PERSONAL QUALITIES</b>				
14.	Willingness to maintain confidentiality on all college matters.	E	√	√
15.	Ability to work effectively and supportively as a member of the college team.	E	√	√
16.	Willingness to work flexibly, attending evening meetings as and when necessary and assisting throughout other areas of the College as requested.	E	√	√
17.	Well-presented and professional manner.	E	√	√
18.	Demonstrable commitment to equal opportunities.	E	√	√
19.	Willingness and ability to adapt to a wide range of duties in response to changing circumstances.	E	√	√
20.	Committed to continuing personal and professional development.	E	√	√