

JOB DESCRIPTION

Post:	ALS Coordinator
Reports to:	ALS Manager
Hours of work:	35 hours per week / 52 weeks per week (1 FTE)
FTE Salary:	£36,681.95 per annum (FTE)
Contract:	Permanent

Purpose and scope of job role

As a member of the Additional Learning Support team to adopt an inclusive, collaborative and collegiate approach in coordinating support for the teaching, learning and assessment of students with an Education, Health & Care Plan (EHCP) or SEN Support Plan.

Main Duties and Responsibilities

- Be responsible for the procurement of cost-effective assistive technology and other resources following the College procurement process.
- Be accountable for the planning of support to meet the statutory requirements of EHCPs and those with SEN Support Plans.
- Deliver and/or coordinate high quality support and individualised learning programmes to young people including those with complex support needs with small groups, with other support workers working with individuals 1:1 in a range of contexts e.g. in college, at work, in the community.
- To work collaboratively with the ALS Manager, Head of ALS, and curriculum teams to ensure the provision meets needs identified within the EHCP or SEN plan.
- To work collaboratively with the wider college for the construction and maintenance of: Risk Assessments/PEEPs and Medical information, that is disseminated across whole College.
- To line manage a team of SLSPs and LSPs and support them in contextualising EHCP outcomes in order to identify SMART targets.
- To work collaboratively to ensure that the Exam Access arrangements (EAA) are in place as per the JCQ guidelines and assist with coordination of EAA staff deployment
- Be jointly accountable with the EHCP Coordinator and Funding and Administration Officer for the rigorous creation and maintenance of the student files, both electronic and paper based, ensuring they are GDPR and College compliant.
- Be accountable for accurately recording information and to provide relevant reports from the MIS system when requested.

- To maintain up to date knowledge of available assistive technology and other learning resources available for students in Further and Higher Education.
- To contribute to the annual review process for students with EHCPs.
- To attend regular ALS team meetings and where required curriculum area meetings to ensure a collaborative and collegiate approach to removing barriers to learning.

General

The post holder will undertake assigned responsibilities effectively and efficiently, and within regulatory and legislative requirements; achieve individual and corporate targets within the College's annual planning and staff performance review processes and budgetary constraints in order to create and maintain high performance of students and the College and:

- Everything we do has a Student Focus, with the following core values: Creativity, Respect, Aspiration, Integrity, Empowerment, Responsibility and Accountability.
- Actively promote the values of the College: student focus, responsibility, integrity, collaboration and respect.
- Actively promote British values and equality and diversity, recognising and actively challenging stereotyping, prejudice and discrimination, ensuring that these principles permeate all working practices, creating an inclusive learning environment and workplace for students and staff respectively.
- Ensure effective quality control and continuous improvement in all aspects of this post, in keeping with the College's existing and developing quality assurance systems.
- Be committed to professional development, through participation in the College continuing professional development programme which includes commercial upskilling, staff learning days and training events appropriate to the job role.
- Develop effective relationships with internal and external stakeholders and partners as appropriate to the role.
- Comply with and promote College Safeguarding (including prevent), Data Protection and Health and Safety policies and procedures and to undertake recommended training as and when necessary.
- Identify and manage risk effectively.
- Undertake such other duties as required, commensurate with the grade of the post, as may be reasonably required at the initial place of work or at other locations in the College.
- Support cross college events such as Open Evenings and Enrolment sessions when required.
- Adhere to and ensure compliance with all College Procedures and as detailed in the Staff Handbook.
- At all times seek to serve the best interests of the College.
- To provide cover for colleagues during periods of holiday or sickness absence.

NB: This job description 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.

PERSON SPECIFICATION

Please read the items in his Person Specification carefully. When completing your application please describe and provide evidence of your knowledge, skills and experience in terms of the criteria below. Selection will be based on the Person Specification criteria.

	Requirements
Knowledge	<ul style="list-style-type: none"> • Working knowledge of SEND Code of Practice • Working knowledge of an education provision • Working knowledge of funding streams for FE and HE • Working knowledge of post 16 provision (desirable) • Working knowledge of Keeping Children Safe in Education and the Prevent Duty (desirable)
Qualifications	<ul style="list-style-type: none"> • Educated to Level 3 standard with a minimum of L2 English and maths • Certificate in Education/PGCE (desirable)
Experience	<ul style="list-style-type: none"> • Experience of managing staff • Experience of working autonomously and as part of a team • Experience of delivering support on a 1:1 and small group basis
Skills	<ul style="list-style-type: none"> • Problem solving ability • Ability to work under pressure and meet deadlines • Excellent interpersonal and diplomacy skills • Competent in the use of the Microsoft suite of software specifically Outlook, Excel and Word
Attitude	<ul style="list-style-type: none"> • Model appropriate behaviour including conduct, dress code and timekeeping • Positive 'can do' attitude • Maintain confidentiality in relation to nature of the work. • Inclusive, collaborative and collegiate approach • Dedication and commitment to equality of opportunity • To work flexibly and efficiently whilst maintaining the highest professional standards and to promote and implement the policies of the College