

JOB DESCRIPTION

TITLE: Learning Zone Coordinator

GRADE: Scale 7

RESPONSIBLE TO: Senior Curriculum Manager

PURPOSE OF JOB:

- Co-ordinate the support services to students in the Learning Zone area/s and provision and ensure that the space and services are utilised effectively.
- Plan, develop, coordinate and deliver support sessions for all learners, including assistive technology inductions/courses as required. Ensuring appropriate records and registers are kept by all staff delivering in the Learning Zones
- To assess and support learners on a range of courses, which include 14-16, 16-19s, apprentices, those on HE Courses and adult learners. Courses range from pre-entry level to level 3, including college based qualifications and workforce development.

MAIN TASKS AND RESPONSIBILITIES:

1. In common with all other staff:

- 1.1 To support the College's mission, vision, values and strategic objectives;
- 1.2 To implement the College's equal opportunities policies and to work actively to overcome discrimination on grounds of race, sex, disability, sexuality, age or status in the College's services;
- 1.3 To take responsibility for one's own professional development and participate in relevant internal and external activities;
- 1.4 To implement the College's safeguarding policies and practices.
- 1.5 To implement your health and safety responsibility in line with the College's Health and Safety policy.

1.6 To ensure that data is handled in line with the General Data Protection Regulations.

2. In common with all other staff:

2.1 To participate in College-wide projects and tasks.

2.2 To work in other support services areas to meet the specific needs of workload peaks.

2.3 Such other duties of a similar nature commensurate with the grade as may be required from time to time. This may/will require working in other campuses of the College.

2.4 To be involved in all processes and College procedures related to the selection, interviewing, admissions, enrolment, induction and tracking of students.

2.5 To observe procedures for student monitoring, discipline and complaints in accordance with the College Charter.

2.6 To contribute to the College's annual assessment and review process, including comprehensive review and evaluation of the area of work for which s/he is responsible.

3. Particular to the Post:

3.1 Coordinating and at times delivering support to learners with a range of additional support needs, learning difficulties and or disabilities online and in person within the College's Learning Zones.

3.2 Online and within the Learning Zones, coordinate and support the facilitation of students in small groups and one-to-one who have additional learning needs.

3.3 Ensure appropriate records are kept for all activities and services in the Learning Zones, coordinating other Supported Learning Staff who deliver in the Learning Zones.

3.4 Coordinate and direct staff as appropriate within the Learning Zones (such as Supported Learning Coaches and Learning Support Assistants who are assigned to provide support)

3.5 Devise and develop creative and engaging ways to deliver to support to students in the Learning Zones, ensuring that support is appropriate and relevant to meet the needs of the service users.

3.6 Ensure that the Learning Zones Services are widely marketed, promoting all activities to ensure maximum engagement.

- 3.7 To lead on Assistive Technology for the campus, ensuring that students and staff are trained in its use and tracking uptake. Researching and recommending appropriate technology which will best support learners.
- 3.8 Support the Exams Department with exams, ensuring that assistive technology is ready and available and coordinating any resources with the Exams teams to support students to succeed.
- 3.9 Liaise with staff across the college, gathering feedback to improve the service and ensure it is tailored to meet the needs of staff and students at your campus.
- 3.10 To liaise with external support and referral agencies as appropriate.
- 3.11 Create Supported Learning resources to support and reinforce learning and prepare learners for assessments and exams.
- 3.12 Arranging support for learners with a range of SEND needs, based in the Learning Zone.
- 3.13 Delivering relevant Learning Support focussed training to NCC staff.
- 3.14 Identifying opportunities to deliver Learning Support in the college.

4. Person Specification:

- 4.1 Possession of a Degree or comparable qualification;
- 4.2 Possession of a teaching qualification and a qualification in Literacy / numeracy / Dyslexia / LDD or willingness to obtain one (DESIRABLE)
- 4.3 Understanding and experience of supporting learners with a range of additional support needs, learning difficulties and/or disabilities;
- 4.4 Experience of coordinating the delivery of Literacy and Numeracy support;
- 4.5 Experience of using and providing support with Assistive Technology
- 4.6 Excellent interpersonal skills, in particular the ability to work effectively with staff, learners, parents and support staff.
- 4.7 Experienced in coordinating other staff, working with your SCM to direct them as needed to ensure the best service for students.
- 4.8 Understanding of Exam processes, and experience of delivering exam support and facilitating processes.
- 4.9 Ability to work independently and as part of a team.
- 4.10 Ability to manage change and work under pressure.

- 4.11 Evidence of the ability to support with Literacy / Numeracy effectively and to prepare relevant materials, including the use of a variety of strategies to support learning, including Information Technology;
- 4.12 An understanding of inclusive learning and the opportunities presented in a flexible learning environment;
- 4.13 An awareness and understanding of the pastoral and academic needs of students from a variety of backgrounds and the ability to respond to those needs positively and sensitively;
- 4.14 Experience of working as a member of a team and evidence of the ability to work effectively with colleagues;
- 4.15 Excellent organisational and administrative skills, including IT skills.
- 4.16 An understanding of, and commitment to, equal opportunities policies and practical ideas for their implementation in this post.
- 4.17 Experience of coordinating and providing one to one and group support, preferably in an educational setting.
- 4.18 Flexible 'can do' approach and willingness to work outside of normal office hours when required.

Additional Information:

This job description will be regularly reviewed to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the College.