

Learning Support Team Coordinator

Job Title: Learning Support Team Coordinator

Grade: EC5

Contact Hours: 37 hours per week, Term Time only (40 weeks per year)

Contract: Permanent

Responsible to: Learning Support Lead

ROLE OVERVIEW

To co-ordinate a team of Learning Assistants cross college to a high standard. Responding to the learning support needs of the students, who require additional support.

KEY ROLE OBJECTIVES

- To co-manage a designated team of Learning Assistants, who work cross college.

To ensure support is in place for all students in all agreed areas of the curriculum.

To maintain a high quality learning support team with well trained and developed staff.

To work with FLS support management to ensure service level agreements and EHCP support requirements are met.

1. To manage a designated team of Learning Assistant staff cross college

- 1.1 To help co-ordinate the supervision, support and guidance of Learning Assistants daily.
- 1.2 Chair weekly meetings/establish regular communications with all team members to ensure high quality support is maintained and to share college information.
- 1.3 Ensure that all administration related to Learning Assistants and additional funding is appropriate and up-to-date.
- 1.4 Maintain effective liaison with teaching faculties, course tutors and subject teachers for the benefit of student achievement and support needs.
- 1.5 Carry out probation reports and Professional Performance Reviews for an agreed caseload of Learning Assistants, at the appropriate times.
- 1.6 Plan, prepare and carry out staff development activities for teams.

2. To ensure support is in place for all students in all agreed areas of the curriculum

- 2.1 Assess and record student needs, as appropriate, from student personal profile and other sources ensuring that Learning Assistants are made aware of, and are carrying out, appropriate support.
- 2.2 Arrange to support individual students or curriculum needs within the College, in the workplace, or in any other appropriate venue.



- 2.4 Communicate clearly and articulately at all levels cross college.
- 2.5 Ensure that students experiencing difficulties are referred to the tutor or appropriate service by the support teaching teams.

3. To maintain a high-quality learning support team with well trained and developed staff.

- 3.1 Ensure shared planning means there are enough trained staff to engage with young people when needed throughout the year.
- 3.2 Ensure the team is developed in order to meet the annual changing needs of the learners who join the college.
- 3.3 Report on activities and issues to the other Learning Support Lead and share communications with the other Learning Support Team Coordinators.
- 3.4 Share co-ordination of mentoring and volunteering along with work placements.
- 3.5 Induct and, at times, shortlist and help recruit Learning Assistant staff.

4. To work with support leaders to ensure service level agreements and EHCP support requirements are met

- 4.1 To ensure resources are deployed and adjusted to meet service level agreements.
- 4.2 Ensure EHCP support needs are met and implemented.
- 4.3 Communicate regularly to the EHCP team on services deployed or needs for changes.
- 4.4 To assist with other reasonable requests as the college wide support function dictates on an annual basis.
- 4.5. Help support where needed the EHCP function.

Additional Duties

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the Exeter area.

This job description is current at the above date. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.

Person Specification

Learning Support Team Coordinator

Assessment Criteria

- Evaluated on application form (A) and/or interview (I)

Experience

Essential Criteria:

- Experience of working with adults and students with learning difficulties, disabilities and behavioural issues. Or experience of working with vulnerable groups. (A/I)

Desirable Criteria

- Experience of managing a team. (A/I)

Skills and Abilities

Essential Criteria:

- Excellent verbal and communication skills. (A/I)
- Organisation and scheduling skills. (A/I)
- Ability to carry out administrative tasks promptly and effectively. (A/I)
- Accuracy and attention to detail. (A/I)
- Ability to work to deadlines. (A/I)

Desirable Criteria

- IT literate (A/I)

Qualifications

Essential Criteria

- C and above grade in Maths and English or equivalent. (A/I)
- Good standard of education (A/I)

Desirable Criteria

- Qualifications in special needs. (A/I)

Personal Qualities

Essential Criteria:

- Able to work as part of a team. (A/I)
- Show personal initiative (A/I)
- Willingness to undertake further training if required (A/I)
- Flexibility (A/I)

Mandatory



Requirement

Essential Criteria

- Commitment to safeguarding and promoting the welfare of children and vulnerable adults in College (I)
- Commitment to equal opportunities (I)
- Commitment to British Values and the Prevent Agenda (I)

 **AMBITION**

 **COLLABORATION**

 **ENERGY**

BE EXCEPTIONAL 

OUR VALUES ARE WHAT MAKE US, US!

VISION: To be an exceptional College

MISSION: To shape futures by delivering world-class education and training for our city and region

AMBITION

- We are challenged and encouraged to push boundaries to enable us to realise our ambitions
- We are brave and take decisions that transform lives and foster achievement for all
- We are agile, future-focused and embrace digital technology and learning
- We believe in impact; we are passionate about our community and environment and continue to make big changes in order to play our part in creating a sustainable city and College

COLLABORATION

- We collaborate with others to ensure we grow, thrive and initiate brilliance
- We are bold and innovative; we listen to and learn from others in pursuit of the exceptional
- We care about place; we collaborate with others to ensure success for our community that has national impact
- We believe that we are stronger together and actively seek out partnerships that make a difference and help us enrich our College

ENERGY

- Our expertise, passion and actions energise and enthuse those around us
- We care and support our people and our community. We believe that we excel when we are empowered, engaged and enjoy our time at College
- We are curious; we focus on solutions, not problems
- We are proud of our achievements and actively seek out opportunities to celebrate these and set ourselves our next challenge.