

Job Title: Data Coordinator (Additional Learning Support)
Ref: ME2021042

Background to Post

Northampton College is proud, as the leading provider of further education in the South East Midlands region, to have been ranked, in the 2018/2019 National Achievement Rates Tables (NART), as 7th out of more than 200 colleges for 16 to 18-year old education and training. As a College, who have been rated by Ofsted as 'good' with outstanding features, we are committed to developing the professional and technical skills of our students, who are the workforce and leaders of the future.

The School of Academic & Vocational Support work with students with learning difficulties and/or disabilities on a wide range of study programmes across the college, and those students that have suffered from lost learning due to the COVID-19 pandemic. The school employs a variety of specialist staff to provide a range of personalised support to individual students as part of their learning programme. The college also provides various types of learning support from different departments across the college depending in individual student need. This post will ensure that supporting data for these departments is captured in a timely way.

Directorate:	Curriculum & Student Services
Section/Department/Team:	School of Academic & Vocational Support
Location:	Booth Lane
Scale of Post:	Business Support Scale 5
Responsible to:	Assistant Principal – School of Academic & Vocational Support
Responsible for (staff):	N/A

Job purpose

The data coordinator role plays a critical role within the school, to ensure that the necessary data required to support the various and changing funding claims is both accurate and available. The role ensures that data from across the College is captured, collated, and coordinated efficiently.

Duties and responsibilities

Specific

- To co-ordinate, administrate and understand various inter-relating ALS services, and their respective procedures, to inform the accuracy of data and reporting (Full training will be provided).
- To have an awareness of the different ALS funding functions and their departmental guidelines to meet audit requirements.
- To work with the MIS team to audit and validate data through use of the Provider Data Self-Assessment Toolkit, to produce accurate data for management, including the production of the initial Earnings Adjustment Statement for Additional Learning Support. (Full training will be provided)

- To produce Local Authority Exceptional cost information by liaising with the relevant SEND specialists – ensuring funding, assessment information and supporting documentation are available in line with key funding returns in the required format.
- To work with the relevant managers to capture, monitor and record key information that informs and influences funding potential e.g. staff ratios, class sizes, course hours etc.
- To ensure support staff record their work onto the relevant electronic systems in a timely manner, identifying and resolving errors in staff submissions, having responsibility for following up on daily error reports.
- To be responsible for internally auditing and validating student and funding data
- To create, provide, and develop departmental reports
- Maintain and develop processes and systems ensuring compliance with statutory procedures under the direction of management and in response to changes to legislation.
- Regularly review and monitor departmental procedures and processes and identify and implement changes as required.
- To be the school liaison with the MIS Team to develop and implement new systems and reporting where appropriate and agreed with management.
- Design and facilitate training for system and process changes to those staff that deliver ALS across college.
- To be responsible for the maintenance of records, ensuring all record detail (transfers, withdrawals, qualifications, Local Authority, Health, Support Items etc.) is accurate and reliable
- To be responsible for the coordination of information relating to external service providers, ensuring that all costs are recovered wherever possible through the high needs funding claim.
- To maintain, promote and develop the use of Pro-Metrix within ALS, ensuring accurate information and reporting is available to all those staff delivering ALS within the department and across the college
- Facilitate throughout the year the Quality Improvement Process for the Business Support area of the school to acquire data.
- To work with colleagues at various levels using appropriate communication skills for each audience. Obtain quality information and advising the Assistant Principal of any barriers to collating and coordinating the information required.
- To plan time effectively to ensure data is available for the Assistant Principal to assist in the meeting of respective deadlines for the various funding claims.
- To assist the Assistant Principal with project work when required, deputising when required.

Generic Business Support

Your duties may include, but will not be limited to:

- To support and contribute to the friendly and supportive ethos of the Faculty/Department, particularly in communications with learners and staff
- To maintain the highest professional standards

- To participate on appraisal and staff development
- To treat colleagues with dignity and respect
- To demonstrate an understanding of the significance of equality of opportunity and diversity, and implement it in all aspects of your work
- To ensure a healthy and safe working environment at all times, and take reasonable care for your own safety and that of other College users
- To comply with all approved College policies and procedures
- Ability to travel to other College sites as and when required
- To undertake any training relevant to the efficient execution of any of the above duties and tasks, and to take responsibility for the post holder's own professional development.

The above list is not exhaustive. The responsibilities and duties may vary from time to time without changing the character of the post. You will be expected to adopt a flexible approach to ensure the efficient and effective running of departments.

EMPLOYMENT INFORMATION - Business Support Scale 1 - 4

This post is subject to Northampton College, Conditions of Service for Business Support staff and a twelve-month probationary period. On completion, you will be expected to participate in the College's appraisal system.

All members of staff are appointed to the College as a whole and may reasonably be asked to undertake similar or related duties in a department or team other than that to which they were originally appointed.

Please note that if this post requires unsupervised access working with children under 18 years and/or vulnerable adults, if appointed you will be required to complete a criminal record check by the Disclosure and Barring Service (DBS).

Hours of Duty: 37 hours per week 40 weeks per year
Job share will be considered for this post

You will be required to be at work for a total of 1480 hours per year. This will usually be completed on 200 days based on working 5 days per week over a period of 40 – 41 weeks based around student term times. Holiday, including entitlement to Bank Holidays and Closure Days, will be taken outside this working time, unless by prior arrangement with your line manager.

Salary: In the range of £21,919– £23,853 pro rata
Actual salary for 37 hours/40 weeks in the range of £19,418.67 - £21,132.06 pa
Depending on skills, experience, and qualifications

Holidays: Holiday entitlement will be included in monthly pay to the value of 35 days per annum pro rata, including 8 bank holidays and 3 closure days. The College reserves the right to designate up to 3 closure days per holiday year.

Applications should be submitted online via the Northampton College website
<http://www.northamptoncollege.ac.uk/working-for-us.html>

Telephone: (01604) 734039 (recruitment line/voice mail)
Fax: (01604) 491238

Closing Date: Friday 21 May 2021

Interview Date: Friday 4 June 2021

We strive to achieve diversity in our staff to reflect the community we serve
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Other Information

Equal Opportunities

The College is committed to the principle of equality of opportunity and requires that the post-holder adheres to the College's Equality & Dignity at Work Policies. The aim is to ensure that no colleagues, learners, potential employees, governors, visitors or others are harassed, or receive less favourable treatment on the grounds sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

Training and Appraisal

Opportunities for training are available to all members of staff, and you may be required to attend, from time to time, training courses concerning your employment. The College also operates an Appraisal System, and all members of staff are expected to take part in the process.

Health and Safety

Under the Health & Safety etc. at Work Act 1974 it is the responsibility of individual employees at every level to take care of their own health and safety at work and that of others who may be affected by their acts at work. This includes co-operating with management in complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards.

Safeguarding

The College is committed to the safeguarding of all its students, staff and visitors and provides a safe physical environment. The College ensures safeguarding legislation and guidance are adhered to and considered when developing and revising policies and procedures. The College has policies and procedures in place to deal effectively with child protection and safeguarding issues as well as recording and monitoring processes. The College has a legal duty to ensure measures are in place to safeguard students from radicalisation and extremism and as such actively encourages the promotion of British values. It is a condition of employment that all staff are trained to an appropriate level to meet their safeguarding responsibilities and to promote values of openness, tolerance and facilitating free debate

Data Protection

Computer information should only be accessed if this has been authorised and is necessary as part of the post holder's work. Unauthorised action being taken, in accordance with the College's disciplinary procedure, may lead to dismissal. The post holder's attention is also drawn to the Data Protection Act 1998 and the Computer Misuse Act 1990.

PERSON SPECIFICATION

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form.

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Grade: 5

	Essential	Desirable	Method of Assessment
Education/Qualifications	<ul style="list-style-type: none"> Level 2 qualifications in Maths & English Level 3 qualification 	<ul style="list-style-type: none"> Degree Qualification/Certificate relating to the use of Microsoft Office Excel 	A
Experience	<ul style="list-style-type: none"> Experience of using IT Significant administrative experience Experience of coordinating information Experience of producing reports Experience of dealing in a professional capacity with a broad range of people. 	<ul style="list-style-type: none"> Experience of supporting students in a further education setting Experience of report writing Experience of working with post 16 students with learning difficulties or disabilities Experience with the use of Pro Solution Line Management/Supervisory Experience 	A,I
Knowledge, Skills and Abilities	<ul style="list-style-type: none"> Excellent interpersonal skills Strong administrative skills with intermediate skills in Microsoft Excel Ability to coordinate and lead meetings and obtain information from colleagues in other departments Highly skilled in understanding different funding streams to provide distinguished reports Ability to collate information and write reports Good organisational skills Good knowledge of IT applications An understanding of the significance of equality of opportunity. 	<ul style="list-style-type: none"> Knowledge of High Needs Funding, and/or Learning Support funding, and/or the Special Educational Needs Code of Practice 2015. Knowledge of disability and learning difficulties. 	A,I,T

	<ul style="list-style-type: none"> Ability to travel to other College sites as and when required. 		
Attributes	<ul style="list-style-type: none"> Demonstrable commitment to the values of the college [Passionate, Inclusive, Innovative & Optimistic], including its commitment to promoting equality and diversity in employment 		A,I
Level of physical ability and activity	<ul style="list-style-type: none"> Frequent need to move around the building/site required Occasional lifting may be required 		A,I

Method of Assessment - A = Application Form, I = Interview, T = Test or Exercise, P = Presentation, PP = Personality Profile.