



## **CREATING GREAT FUTURES**

At Croydon College Group our staff are passionate and committed to achieve the very best outcomes for our students. We recognise and value our people as our most important asset in achieving each of the aspirations within our [College's Strategic Plan 2019-2024](#). We believe it is through our people that an excellent student experience will be delivered, and this will have a positive impact in our local community. We believe it is through our people that an excellent student experience will be delivered, and this will have a positive impact in our local community. We value inclusion and are proud to have achieved Investors in Diversity Accreditation in August 2023 demonstrating our commitment to our FREDIE principles (Fairness, Respect, Equality, Diversity, Inclusivity and Engagement). Our staff are diverse, skilled and motivated working across two unique, vibrant and lively campuses, one centrally located near to East Croydon train station and the other in the heart of Old Coulsdon.

Our visions and values ensure that we put our students first and value our staff. You can view a short video on our vision and values [here](#).

### **Croydon Campus**

Our Croydon campus is centrally located near to East Croydon station offering a wide range of transport options and easy access to many areas. It's central location in Croydon means we are closely linked with our local community and all that Croydon has to offer. Croydon College can trace its history back to 1868 when Croydon School of Art was first established. Subsequently, a rich and interesting history followed leading to the Croydon Technical College opening its doors for the first time in 1955 and was finally completed and formally opened by the Queen in 1960. In 1974 the College was renamed Croydon College and has remained as such on the main Fairfield site ever since.

Our wonderful campus has recently undergone refurbishment and we are proud of the modern learning facilities we offer to our students, including recent investment in our clinical nursing suite, and refurbishment of our learning spaces with interactive technologies.

### **Additional Learning Support (ALS) Team**

We are proud of all of our ALS staff members, who work incredibly hard to support our learners with additional learning support requirements. It is a team which is highly rewarding to be part of; seeing our learners grow, become more independent and confident, and obtain the skills they need to further progress their education journey, or enter the world of work. The ALS team is led by the Head of ALS, and the structure also has an ALS Manager and Senior ALS Co-ordinators that work closely together to ensure the ALS provision is a high-quality education experience for our ALS learners.



## **JOB DESCRIPTION**

<b>Post:</b>	ALS Coordinator
<b>Reports to:</b>	ALS Manager
<b>Hours of work:</b>	35 hours per week, 52 weeks per annum
<b>FTE Salary:</b>	£34,443.36 per annum (FTE)
<b>Contract:</b>	Permanent

### **Overall Purpose Scope:**

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. This post will be based at Coulsdon College with learners enrolled in Coulsdon and Croydon College with learners with more complex needs accessing more bespoke curriculums within our Support-Ed and Pathway Centre provisions. Although primarily based in Coulsdon, part of your role will require you working at Croydon campus also.

### **Main Duties and Responsibilities:**

1. Be accountable for the planning of support to meet the statutory requirements of EHCPs and those with SEN Support Plans
2. Be responsible for the procurement of cost-effective assistive technology and other resources following the College procurement process.
3. Deliver and/or coordinate high quality support and individualised learning programmes to young people 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.
4. To work collaboratively with the ALS Manager, SEND Manager and wider curriculum teams to ensure the provision meets needs identified within the EHCP or SEN plan.
5. 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.
6. To line manage a team of SLSPs and LSPs and support them in contextualising EHCP outcomes in order to identify SMART targets.
7. 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



8. 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.
9. Be accountable for accurately recording information and to provide relevant reports from the MIS system when requested.
10. To maintain up to date knowledge of available assistive technology and other learning resources available for students in Further and Higher Education.
11. To contribute to the annual review process for students with EHCPs.
12. 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 Responsibilities**

- 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.

**Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	A. Educated to Level 3 standard with a minimum of L2 English and maths	A. Certificate in Education/PGCE
<b>Experience</b>	B. Working knowledge of SEND Code of Practice C. Working knowledge of an education provision D. Working knowledge of funding streams for FE and HE E. Experience of managing staff F. Experience of working autonomously and as part of a team G. Experience of delivering support on a 1:1 and small group basis	B. Working knowledge of post 16 provision C. Working knowledge of Keeping Children Safe in D. Education and the Prevent Duty
<b>Skills &amp; Attributes</b>	H. Problem solving ability I. Ability to work under pressure and meet deadlines J. Excellent interpersonal and diplomacy skills K. Competent in the use of the Microsoft suite of software specifically Outlook, Excel and Word L. Model appropriate behaviour including conduct, dress code and timekeeping M. Positive 'can do' attitude N. Maintain confidentiality in relation to nature of the work.	



	<p>O. Inclusive, collaborative and collegiate approach</p> <p>P. Dedication and commitment to equality of opportunity</p> <p>Q. To work flexibly and efficiently whilst maintaining the highest professional standards and to promote and implement the policies of the College</p>	
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NB: This job description and persona specification 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.

**Safeguarding**

This post is recruited in line with Safer Recruitment practices. You must demonstrate in your application, your ability to work in a way that promotes the safety and wellbeing of children and young people. If you are successful, this post will be subject to an enhanced DBS check and other onboarding requirements in line with the [Keeping Children Safe in Education Guidelines](#).

**Staff Benefits**

Apart from our great location, our wonderful staff and positive culture, we also offer a range of other staff benefits. This includes:

- Generous annual leave
- Defined benefit pension schemes
- Cycle to work scheme
- IT salary sacrifice scheme
- UNIDAYS online discount
- Costco membership card
- TOTUM NUS Extra Card
- Annual season ticket loans
- On-site [Aura Hair and Beauty Salon](#) offering hairdressing, beauty and complementary therapies at competitive prices
- Access and use of the College library

We also value staff development and have 7 days a year planned for staff development, including elements of team development, socialisation and staff wellbeing.



**Next Steps**

If you are as passionate about making a difference, we look forward to receiving your application and joining our great college group.

Apply via: <https://croydon.ac.uk/student-life/job-vacancies/>

**Closing Date:**

**Interview / Selection Date:**



Achieved.  
Valid Until  
August 2025



**PROUD TO BE  
FREDIE**