

## **REIGATE COLLEGE**

### **Job Description for a Learning Facilitator**

**Name:**

**Responsible to:** SENCO

**Job Purpose:** To work as a member of the Learning Support Team to support students in their learning  
To support students with additional needs, SEND and EHCPs

### **Job Responsibilities:**

#### **Student Support**

1. To develop an understanding of the learning needs of the students concerned.
2. To consider the students' needs to ensure their access to the lesson and its content through appropriate clarification, explanations, equipment and materials.
3. To build and maintain successful relationships with students, treat them consistently with respect and consideration and model good practice.
4. To help reinforce learning and promote independent learning.
5. To help students record work in an appropriate way.
6. To help students develop study and organisational skills and keep them on task, building motivation.
7. To help build students' confidence and enhance self-esteem.
8. To act as a key worker for identified EHCP and SEND students, meeting with them regularly and updating their progress on the College systems.
9. To contribute to Annual Reviews for students for whom you act as a key worker.
10. To support EHCP and SEND students, in conjunction with the Careers Department to plan and progress to the next stage of their education or career.
11. To ensure that EHCP and SEND students being supported who have exam access arrangements are using these as their normal way of working and to advise/remind the teacher as necessary.

#### **Supporting Teachers**

1. To have formal and informal meetings with teachers and outside agencies to contribute to supporting students.
2. To help prepare materials and resources as required to support students in class.
3. To work on differentiated activities with identified groups.
4. To support the teacher in implementing specific teaching programmes and supervise practical tasks.
5. To help carry out structured classroom assessment/observation and feedback outcomes.

## **Learning Support Department**

1. To work on differentiated activities with identified student groups within the Learning Support Department including academic mentoring.
2. To undertake regular training to ensure that the additional needs of the students can be supported and met.
3. To support and work with the SENCO and Deputy SENCO to ensure that the documentation required for the EHCP students is regularly reviewed and updated.
4. To regularly meet with allocated students to discuss, review and document progress.
5. To regularly attend and contribute to the weekly Learning Support Team meetings.
6. To keep up to date with relevant SEND legislation.

## **The College**

1. To develop and maintain professional, productive relationships with all staff members.
2. To support implementation of College policies and procedures, including those relating to confidentiality and behaviour.
3. To work in all areas of the College in supporting the education of students and provide specific help at various times of the year.
4. To attend and provide assistance on Open Evenings for which time off in lieu will be given.
5. To provide classroom and tutorial cover as required for which additional payment will be given.
6. To undertake general administrative duties for the College including, but not limited to filing, minutes for meetings, data entry and organisation of exam papers.
7. To assist in the operation of internal and external examinations including invigilation.
8. To undertake any other particular duties which may be reasonably assigned to you by the Learning Support Manager or the Principal from time-to-time.

## **General**

1. To work flexibly at key times of the year in accordance with the operational needs of the College.
2. To carry out all duties and responsibilities with due regard for health and safety in accordance with College policy and relevant legislation.
3. To ensure all data is held securely and processed in accordance with GDPR.
4. To work to improve one's own professional performance and to participate in the College's appraisal arrangements and to assist with the induction of new staff.
5. To undertake any other particular duties, which may be reasonably assigned to you by the SENCO or the Principal from time to time.

**This post requires occasional evening work for Open Evenings. Time off in lieu will be given for any additional hours worked for evening activities.**

## Person Specification

### The person appointed will be expected to have:

1. An awareness of, and responsiveness to, the needs of students in the 16-19 age range and the ability to form good relationships with them.
2. A general awareness of the strategic direction of the College and an understanding of the environment in which it operates.
3. Excellent organisational skills, together with a willingness to be flexible and adaptable, according to the priorities of the College at any time.
4. Excellent people skills and an ability to develop and maintain constructive professional partnerships and working relationships with other staff and students, and to establish a good rapport with a range of client groups.
5. Experience of working with students aged 16-19 and an understanding of and empathy with the needs of young adults.
6. A high level of discretion and confidentiality when dealing with sensitive data held in the databases and associated systems in accordance with GDPR.
7. Excellent organisational, interpersonal and IT skills (particularly knowledge of Microsoft Office including Outlook and Excel).
8. The ability to communicate effectively both verbally and in writing.
9. A good knowledge of independent learning skills and techniques.
10. An understanding of the SEND Code of Practice.
11. A good knowledge of skills and techniques used to support students with EHCPs and/or SEND.
12. A good knowledge of the 16-19 curriculum.
13. The ability to learn new systems and procedures quickly and implement them effectively.
14. The ability to stay positive, remain calm and meet deadlines even when working under pressure.
15. The ability to work constructively as part of a team or as an individual.
16. The ability to prioritise and manage workload and respond to complex demands.
17. The ability to use one's initiative and work without direct supervision.
18. The ability to multi-task in a busy working environment.
19. A commitment to personal development, training and equality of rights and opportunities.
20. Confidence in tackling unfamiliar situations and enthusiasm for learning new skill demands where appropriate.

NJC/SEW May 2024

Signed:  
Post Holder

Date:

Signed:  
SENCO

Date: