

Job description: Learning Support Co-ordinator

Status	Permanent
Base	Cross College Post holder may be required to work across College sites and at other locations
Salary	Circa £31,027 inc LWA It is our policy to normally appoint at the bottom of the salary scale
Hours of work (per week)	36 Hours a week
Reports to	Sam Waterman – ALS Manager
Manager to	No Direct Reports

ROLE PURPOSE

- To coordinate the activity of the Additional Learning Support department at the college.
- To undertake Needs Assessments for students and recommend a package of support and in-class adjustments for individuals.
- To collaborate with Curriculum teams to ensure that the needs of students with disabilities and learning difficulties are met, thus facilitating their achievement on their course.
- To take the lead in embedding cross college ALS provisions including the process of exam access arrangements, normal ways of working and ensuring that curriculum understand and engage with the process.
- Work with external stakeholders including Local Authorities to ensure High Needs students can fully engage with their studies and thrive at the college

MAIN ACCOUNTABILITIES

- To assess the support needs of students applying for or enrolled at the College who have disclosed a learning difficulty, disability and medical condition or mental health support needs

- To liaise with Admissions and Curriculum, professionals and specialist agencies, parents/carers to ensure that learners are receiving an appropriate level of support
- To work with the ALS Administrator to arrange and coordinate the delivery of support by Learning Support Assistants and Learning Support Tutors
- To liaise with Curriculum and the Exams Office to arrange exam access
 - arrangements and ensure students receive reasonable adjustments in a
 - timely manner
- To coordinate and deliver CPD related to ALS processes and procedures
- Coordinate the tracking of student support data, capturing all support provided for accurate funding claims including those relating to students with EHCPs
- Monitor attendance and punctuality of supported learners and address any poor attendance or pattern absence in a timely fashion
- Lead on processing EHCP consultations from Local Authorities, onboarding new High Needs learners, scheduling and gathering evidence for Annual Reviews

GENERAL COLLEGE RESPONSIBILITIES

- To work in a manner that adheres to and furthers the College's values.
- To attend relevant training and meetings as required.
- To be committed to Continuous Professional Development (CPD), meeting any annual requirement for CPD / scholarship and to keep up-to-date professionally.
- To contribute to the effective management and promotion of equality and diversity.
- To work in accordance with the Health & Safety at Work Act, ensuring the College is a safe environment for staff, students and visitors.
- To work at all times in accordance with Morley College London's policies and procedures and Staff Competencies Framework.
- To carry out such duties as may be required from time to time by the college that are appropriate to the grade of the post.
- We promote and comply with all Morley College London policies and procedures, ensuring that our service delivery and treatment of others is fair and inclusive
- We ensure confidentiality at all times, only releasing confidential information obtained during the course of our employment to those acting in an official capacity and in accordance with the provisions of data protection legislation

- We promote equality, diversity and inclusion principles at all times, ensuring that the College's anti-racism and EDI statements are seen in our every-day activities and behaviours
- We are consistently professional in our behaviours, ensuring that integrity is at the heart of delivering our role and demonstrably following the Morley values, putting students at the heart of all we do
- We work to maintain and build the Morley culture of learning, collaboration, creativity and growth
- We adopt a positive, "can do" and solution focused approach , supporting our students and customers and maintaining Morley's reputation for excellence in learning, inclusivity and
- We are personally committed to Continuous Professional Development, working towards annual individual learning goals and keeping up to date on developments within our professional field
- **Manager Responsibilities:**
- We lead and develop our team to support them on their own professional development journey and to ensure that the team's objectives are met
- We provide consistent, objective and fair performance management through regular feedback and one to one meeting; conducting formal reviews and appraisals; setting clear objectives and managing workloads; and identifying and addressing business- focussed training and development needs
- Our management style is supportive, and we coach our staff to deliver their objectives and develop in their careers.
- We proactively manage issues related to conduct and capability, ensuring that issues are dealt with in an effective, professional, focused and timely manner
- As a manager in the College, we act as duty managers on a rota basis, and where this includes evening and weekend duties, time off in lieu will be given.

Safeguarding children and vulnerable adults:

The post holder will be expected to promote with staff and students the importance of safeguarding the welfare of children and vulnerable adults they are responsible for and come into contact with.

This job description is not exhaustive and as such the post holder is expected to be flexible. Any changes of significance will only be made following a discussion with the post holder

WORKING WITH

The post holder will develop good working relationships with students, academic staff on accredited courses, and other College stakeholders as appropriate. The post holder will have specific contact with the following staff:

ALS Manager and team; Student Services team, Facilities, IT, Exams Officer, Departmental Administrators, Tutors, Subject Leaders and Heads of Curriculum.

DBS STATUS

This post is exempt from the Rehabilitation of Offenders Act 1974 and is regulated activity. The post holder will be required to obtain an Enhanced DBS Disclosure, including an ISA barred list check.

PERSON SPECIFICATION

Job Title:	Learning Support Co-ordinator
Essential Criteria:	
<ul style="list-style-type: none">• Educated to degree level or equivalent in a relevant discipline.• English and Maths GCSE grade A-C / 9 – 4, or equivalent.• Experience of supporting learners with SEND in further or higher education• Experience of working as a team and evidence of ability to work effectively with colleagues• Skills, knowledge and understanding of the needs of learners with a range of learning difficulties and disabilities• Excellent communication skills• High level of IT skills including proficiency in Microsoft 365• Ability to support and enable people from a wide range of backgrounds, skills, education, work and life experience to fulfil their potential• Have a commitment to and be able to demonstrate knowledge of health & safety and equality and diversity as appropriate to the post.• An awareness of Safeguarding and Prevent and ability to create and sustain an environment in which the safety and welfare of children and vulnerable adults is paramount.• If regular access to children or vulnerable adults (regulated activity).• This role is exempt from the Rehabilitation of Offenders Act (1974) and is subject to an enhanced DBS check and barred list check.	
Desirable Criteria	
<ul style="list-style-type: none">• A postgraduate qualification in assessing adult dyslexic and LDD students• Experience of supporting learners who hold an EHCP	