

# Ravenscliffe High School and Sports College

## Job Description

POST TITLE	Lead Practitioner for Work Related Learning Programme
GRADE	Scale 6
RESPONSIBLE TO:	SLT
RESPONSIBLE FOR:	Job Coaches

### MAIN PURPOSE

The post holder will lead and coordinate the planning, delivery, and development of a high-quality and ambitious work-related learning programme across post 16, ensuring it meets the diverse needs of all learners. The post holder will also coordinate and manage the organisation, communication and links with external companies and ensure the placements offered are appropriate and successful. In addition to their coordinator duties, the post holder will undertake job coach duties and lead/support some classroom-based learning and curriculum delivery across post 14 in collaboration with teaching staff.

### DUTIES AND RESPONSIBILITIES

#### WRL Coordinator

- To be responsible for the day to day running of the external work-related learning placements and its timetable
- To line manage and direct other job coaches.
- To conduct assessments of student needs and abilities to plan, inform and arrange work placements.
- To be responsible for the coordination of all external placements across post 16.
- To update and review the insurance required and risk assessments associated with all work placements.
- To ensure the co-ordination, administration and safe delivery of external and internal work placements are compliant with the relevant frameworks and guidance
- To be responsible for the writing and annual update of all WRL related risk assessments.
- Maintain good relationships and links with existing work placement providers and secure other placements as required to expand the programme.
- To communicate details of work placements to parents, collate responses and deal with any queries.
- To communicate details of work-related learning placements to any colleagues/services which are affected, such as transport and respite providers.
- Maintain strong communication with parents/guardians, WRL staff, teachers, and other professionals involved in the student's care.
- Represent students with SEN, advocate for their needs, and liaise with external agencies and organizations.

#### Lead Practitioner Responsibility

- Undertake up to three days of job coach responsibility off site
- Spend the remaining time within school supporting in preparation for adulthood sessions and supporting the development of internal work placements.
- Provide specific support within the WRL setting, such as guidance on tasks, access to assistive technology, and ensuring a safe and inclusive learning environment.

- To track and record student’s progress using the school’s agreed assessment system, and participation in student review processes by providing updates to teachers on progress and next steps
- Establish a safe and stimulating environment for students, demonstrating good behaviour management and set high expectations which inspire, motivate and challenge.
- Adapt teaching to respond to the strengths and needs of individual students, supporting them in instances of sensory dysregulation and behaviour challenges
- To assist in the administration and planning of internal work placements.
- To assist with the supervision processes of other staff members e.g. completing 30 day probation reviews.
- Support the school’s values and vision ‘Together we.... Nurture, Believe, Achieve, Succeed’.

### General Responsibilities

- Safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.
- To take decisions in line with the school’s vision, values and ethos
- Present a positive, professional and inclusive public image when dealing with all internal and external stakeholders.
- To comply with policies relating to safeguarding, health and safety, GDPR, security and confidentiality
- To be responsible for their own professional development, undertaking training and attaining qualifications as are required by the nature of the role.
- Appreciate and support the role of other professionals, and establish constructive relationships and communicate with other organisations and individuals as required.
- Be aware of, support and ensure equal opportunities for all.
- To undertake other duties as required appropriate to the level of the role, as directed by the SLT

<b>Personal Specification: Lead Practitioner for Work Related Learning Programme</b>	E = Essential
<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>• GCSE Maths and English at Grade C (or equivalent)</li> </ul>	E
<b>Experience</b>	
<ul style="list-style-type: none"> <li>• At least two years’ experience in an education setting</li> <li>• Have experience of Work Related Learning programmes in either mainstream or special school settings</li> <li>• Evidence of recent commitment to professional development.</li> <li>• Requirement to participate in training/development as/when identified by line manager as essential for performance of the post.</li> <li>• Previous experience of working directly with children preferably within a school environment.</li> <li>• Experience of working co-operatively within a staff team</li> <li>• Experience of delivering effective strategies to promote positive learning.</li> </ul>	 E D E E E E E

<ul style="list-style-type: none"> <li>• Experience of organizing and coordinating others</li> </ul>	E
<b>Knowledge, Skills and Abilities</b>	
<ul style="list-style-type: none"> <li>• Ability to adapt learning opportunities for children with special educational needs</li> <li>• Evidence of successful work with children with a range of special educational needs including challenging behaviour and autism</li> <li>• Strong knowledge of barriers to learning and how they impact on the child and the whole family</li> <li>• Ability to use technology appropriately and effectively to support their role</li> <li>• Ability to communicate effectively with children and adults, including families and other professionals</li> <li>• Ability to demonstrate and promote good practice in line with the ethos of the school</li> <li>• To work constructively and effectively as part of a team</li> <li>• Ability to manage and prioritise own workload efficiently and seek support when needed.</li> </ul>	E E E E E E E E
<b>Personal Qualities</b>	
<ul style="list-style-type: none"> <li>• Be a positive motivational, engaging and independent practitioner who models appropriate behaviour for all.</li> <li>• Demonstrate empathy, tolerance and respect for all</li> <li>• A friendly, warm and welcoming manner with a good sense of humour</li> <li>• A commitment to the safeguarding and wellbeing of our students</li> <li>• Ability to stay calm under pressure in what can be, at times, a very challenging environment.</li> <li>• Ability to maintain confidentiality at all times.</li> </ul>	E E E E E