GODALMING COLLEGE

17th November 2026

Dear Applicant,

Thank you for your interest in the post of Learning Support Coordinator

The following documents will assist you in your application:

- College and Department information
- Job Description and Person Specification
- Support Staff Pay scale & Benefits Information
- Term dates 2026 / 27

Godalming College is committed to equality of opportunity and to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Therefore, candidates must complete a full College application form and are required to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. Should you require further information, the College's Policies on Child Protection and Safeguarding, Safer Recruitment, Equality, Diversity and Inclusion and Data Protection together with the privacy notice can be found on our website.

Completing and returning your application

Please complete the online application form, ensuring that each section is completed before proceeding to the next. The information you provide will enable the selection panel to assess your strengths in relation to the key responsibilities outlined in the job description, as well as the criteria detailed in the person specification. All applications should be submitted via our online platform, *My New Term*. A link to the platform can be found on the Godalming College website www.godalming.ac.uk/Working_For_Us.

The closing date for receipt of applications is **Monday 30th November at 9am.**

Short-listing and interview arrangements

We will update your application status on My New Term after the shortlisting process has been completed. All applications are considered carefully and objectively against pre-determined criteria. Please contact the HR department if you would like to enquire about the progress of your application.

Thank you for your interest in the College. I hope you will find the information useful and look forward to receiving your application.

Yours sincerely,

Emma Young
Principal

GODALMING COLLEGE

Godalming College

Godalming College is one of the best performing sixth form colleges in the country and a great place to work and study. We are very proud of the achievements of all our students and have a strong track record of consistently high results. Value added scores are excellent and we are delighted that the College was again rated Outstanding by Ofsted in November 2024.

The College currently employs around 250 teaching and support staff on both a full and part-time basis.

In our 2024 Staff survey, 97.6% of staff said they were proud to be a member of staff at the College and 95.2% of staff would recommend working at Godalming College. The following quotes from members of our current team describe why they think our College is a great place to work:

"The sense of community, common purpose, and kindness to each other. The willingness to help each other, support each other and look after each other. We are proud to be continually improving - which is a signature of Godalming College".

"Godalming College is a fantastic, welcoming and inclusive place to work. I deeply enjoy being at work, and I think senior leaders and managers do a very good job of being approachable and understanding".

The success of Godalming College has at its heart community, with students from all walks of life enjoying a whole range of opportunities in a welcoming, inclusive and friendly environment. We have high expectations for our students, and they enjoy a vibrant and stimulating learning and social experience; they are treated as adults by specialist and dedicated teaching and support staff.

We are very proud of our campus and facilities. We continue to invest in our facilities to ensure they provide a high-quality environment for both students and staff. As well as its bespoke teaching blocks, the College has a Media suite, Science labs, a Gym, Dance, Drama and Music studios, Netball and Tennis courts and an 11-acre site for Rugby and Football pitches, as well as onsite in-house catering provision.

The College is located within walking distance of Godalming town centre and the railway station, offers easy access to the A3, provides free on-site parking, and gives staff access to EV charging facilities at a reduced rate.

The College year runs for a period of twelve months from 1st September-31st August although the official start of the Autumn term varies. Please see below term dates for this information.

Full-time Support Staff working hours are 36.42 hours per week excluding a lunch break. Start and finish times will vary depending on the role or department and will be as agreed with your manager on commencement, however the main College hours are 8.45am to 4.15pm.

The College offers a minimum of 23 days holiday entitlement per year for full-time members of staff in addition to the closure period between Christmas and New Year and public/bank holidays. Part-time members of staff are entitled to a proportionate number of days. Those working term time only, 39 weeks of the year, are expected to take leave within the College holiday periods. The term dates are included below. Salary calculations are based on a formula which takes holiday entitlement into account.

Support Staff salaries are paid according to the Sixth Form College pay scale for Support Staff. The Academy Trust Board reviews salary scales against any nationally determined pay agreements on an annual basis, the changes being implemented from 1st September. Incremental progression is subject to satisfactory performance review. The current pay spine is included below alongside the College benefits.

All offers will be subject to the receipt of satisfactory references, enhanced DBS disclosure, medical clearance, right to work in the UK check and proof of necessary qualifications. As the post is based in a Sixth Form College we have a responsibility to ensure that all staff are suitable to work in this environment and referees will be asked to confirm this.

Godalming College Staff Benefits

At Godalming College, we believe that our greatest asset is our people. We are committed to ensuring that our staff feel valued, supported, and motivated. The leaflet within the below link is designed to provide you with an overview of the fantastic benefits available to Godalming College Staff. From health and wellness activities to professional development opportunities, there are a range of benefits to help staff thrive both personally and professionally. Whether staff are looking to enhance their skills, maintain a healthy work-life balance, or enjoy some well-deserved perks, we've got everyone covered. Take a moment to explore the various benefits offered to our staff within this guide.

Link to Staff Benefit Guide

Departmental information

The Learning Support Department currently consists of the Learning Support Manager, the Deputy Learning Support Manager, Specialist Teachers, Specialist Mentors, a Higher Level Mentor and 11 Learning Support Mentors, 2 Exam Access Arrangement Assessors and an Access Arrangements Coordinator. The team support several hundred students and are dedicated to assisting those who need help with their studies. There are important skills to be developed, particularly in critical thinking and evaluation, and self-organisation. The jump from level 2 (GCSE) to level 3 (A level) courses is huge and our highly trained and experienced learning Support Facilitators liaise with teaching staff, and design individual programmes to enable students to develop the skills required for academic success. We offer 1:1 timetabled weekly sessions and students can also drop in to the department and get help with their work. They also offer specialist support for students with a wide range of needs, including dyslexia, ADHD and autism. We are looking for a new Learning Support Facilitator to join our team to support the overall growth in the College.

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Job Description

Job Title: Learning Support Coordinator

Line Manager: Learning Support Manager

Responsible for: Learning Support Mentors

Summary of Job

To work alongside the Learning Support Manager to coordinate and oversee support for students with Education, Health and Care Plans (EHCPs) throughout their student journey, from pre-enrolment and transition into College through to successful completion of their programme and progression beyond College. The Learning Support Coordinator will be assigned responsibility for a designated year group of EHCP students and will act as the key point of contact for students, parents/carers, staff and external agencies. The postholder will coordinate the planning, delivery, monitoring and review of support arrangements, ensuring that EHCP provision is effective, student-centred and compliant with statutory requirements. The role will also include line management responsibility for Learning Support Mentors, supporting their professional development and ensuring high-quality SEND support for students for a designated year group.

Responsibilities

<u>EHCP Student Coordination and Case Management</u>

- Act as the lead coordinator for a designated cohort/year group of students with EHCPs from enrolment to completion of their programme of study.
- Support prospective students and their families through the transition process, working closely with schools, parents/carers, local authorities and College staff.
- Develop a detailed understanding of each allocated student's needs, aspirations, support requirements and outcomes.
- Monitor student progress, attendance, engagement and wellbeing, intervening appropriately and coordinating support where concerns arise.
- Ensure that agreed EHCP provision is implemented, monitored and reviewed effectively.
- Act as the primary point of contact for allocated students, families and professionals throughout their time at College.

<u>EHCP Coordination and Annual Reviews</u>

- Coordinate the EHCP process across all relevant areas of the College.
- For the assigned year group, plan, prepare and manage the annual EHCP review cycle, including gathering evidence, preparing documentation and arranging review meetings.
- Ensure that students' views, aspirations and outcomes are central to the review process.
- Ensure EHCP information, outcomes and agreed support arrangements are accurately recorded and shared with relevant teaching and support staff.
- Maintain accurate and up-to-date records of students' EHCPs, annual review dates, key contacts, support arrangements and actions.
- Monitor statutory deadlines and ensure all documentation is submitted within required timescales.
- Track and report on the progress of EHCP students against agreed outcomes.

<u>Partnership Working and Communication</u>

- Liaise with students, parents/carers, teaching staff, support staff, local authority colleagues, health professionals and other relevant agencies.

- Gather and coordinate contributions for annual reviews, ensuring all relevant information is obtained and appropriately represented.
- Maintain comprehensive records of professionals and agencies involved with individual students.
- Provide information and practical support to families regarding EHCP processes, available services and progression pathways.
- Liaise with the Student Futures team to support progression planning and destination outcomes.
- Act as an advocate for students where appropriate, helping them to understand and navigate education, health and care processes.
- Collaborate with schools, S7 Colleges and external agencies to share best practice and promote positive outcomes for students with SEND.

Transition and Progression

- Work with the Learning Support Manager, Admissions Manager and external partners to coordinate effective transition arrangements for students entering College.
- Support transition activities and phased familiarisation programmes for prospective students where appropriate.
- Contribute to the GCSE post-results service, providing advice and guidance relating to EHCP students.
- Support students throughout their programme to develop independence and prepare for progression.
- Work with students, families and relevant staff to plan successful progression into higher education, employment, apprenticeships or other destinations.

Management of Learning Support Mentors

- Line manage a group of Learning Support Mentors.
- Provide day-to-day guidance, support and supervision to Learning Support Mentors.
- Conduct professional reviews, probation reviews and performance management activities in line with College procedures.
- Identify training and development needs and support staff development.
- Liaise with the Learning Support Manager regarding the effective deployment of Learning Support Mentors to meet student needs.
- Ensure Learning Support Mentors are appropriately informed about student needs, support strategies and departmental procedures.
- Provide operational cover and support for students and colleagues as required.

Additional Responsibilities

- Deputise for the Learning Support Manager in matters relating to allocated EHCP students and associated provision.
- To participate in the College Professional Review Scheme and Training programmes
- To demonstrate an awareness and commitment to equality, diversity and inclusion, health and safety and safeguarding in accordance with College Policies
- To adhere to the College Data Protection Policy
- To undertake any other particular duties which may be reasonably requested by the Principal from time to time.

This job description may be varied according to the needs of the College from time to time.

Last review date: November 2026
Review carried out by: Assistant Principal of Safeguarding and Support

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Person Specification for Learning Support Coordinator

The successful candidate will have the following essential qualifications, experiences, skills and values:

Qualifications

- General standard of education to A-Level or degree standard, including minimum of English and Maths at grade C/4 at GCSE/O Level
- Evidence of continued professional development relevant to SEND, inclusion or education

Essential Experience and Skills

- Experience of supporting young people with Special Educational Needs and Disabilities (SEND).
- Experience of coordinating support for students with additional needs and working collaboratively with staff, parents/carers and external agencies.
- Excellent interpersonal and communication skills to be able to communicate effectively with students, parents/carers, staff and professionals.
- Good written communication skills with the ability to produce clear, accurate reports and records.
- Strong organisational skills and ability to manage competing priorities, meet deadlines and maintain accurate records.
- Ability to work on own initiative whilst contributing positively as part of a wider team.
- An understanding of Education, Health and Care Plans (EHCPs) and person-centred approaches to support.
- An appreciation of safeguarding confidential information and personal data.
- Competent IT skills and experience of maintaining accurate electronic records.
- An affinity with 16-19-year-olds.

Essential Personal Qualities

- Empathy and commitment to supporting young people to achieve positive outcomes.
- Ability to build effective professional relationships with a wide range of people.
- Able to work collaboratively as part of a team whilst taking responsibility for own areas of work.
- Be proactive and self-starting and able to manage their own time efficiently.
- Flexible and adaptable to changing priorities and student needs.
- Well organised and self-motivated.
- Initiative and a continuous desire to improve.
- Calm, professional and solution-focused approach to problem solving.

Desirable

- Experience of coordinating annual reviews and EHCP processes.
- Experience of line managing or supervising staff.
- Experience of working in a post-16 educational setting.
- Knowledge of SEND legislation and statutory guidance.
- Understanding of the post-16 curriculum and progression pathways.
- Experience of working with local authorities and external agencies

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Support Staff Payscale – September 2026
(area allowance on all points of £1,475 per year)

GC Grade	NJC Point	
SS1	3	25626
SFC5	5	26040
SS2	6	26453
	7	26859
SS3	8	27265
	9	27757
	10	28704
SS4	11	29636
	12	30578
	13	31510
SS5	14	32420
	15	33326
	16	34395
	17	35452
SS6	17	35452
	18	36634
	19	37844
SS7	20	39055
	21	40258
SS8	22	41355
SFC23	23	42455

GC Grade	NJC Point	
SSM1	24	43554
	25	44653
	26	45750
	27	46851
SSM2	28	47947
	29	49159
	30	50368
	31	51575
SFC32	32	52784
SSM3	33	54105
	34	55310
	35	56626
	36	57944

GC Grade	NJC Point	
SSD1	37	59267
	38	60586
	39	61903
SSD2	40	63256
	41	64639
	42	66051
SSD3	43	67494
	44	68968
	45	70477
SSD4	46	72017
	47	73591
SSD5	48	75202
	49	76846
	50	78526

Support Staff Salary Calculations

Salaries for term time only staff are calculated using a denominator of 1651 which is the nominal full time equivalent annual hours taking into account holiday entitlements including the agreement in the 09/26 Pay award moving from a minimum of 22 days to 23 days.

Full time working hours are 36.42 per week.

To calculate pro-rata payments

Hours x weeks x annual salary divided by 1651

Example: point 8 = £27,265 + £1,475 = £28,740

36.42 hours per week x 39 weeks per year = 1420

1420 x £28,740 divided by 1651 = £24,718.83 pa = £2,059.90 gross per month paid for 12 months

Hourly rate calculation

Full time annual salary / 365 x 7 / 36.42

Example: point 8 = £28,740 / 365 x 7 / 36.42 = £15.13

Implemented Jan 2027 Payroll & Backdated to 1/9/26

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Term Dates 2026-27

Autumn Term	2026	Half Term	Bank/Public Holidays
Start Date	Monday 24th August	Monday 19th to Friday 30th October	Monday 31st August
End Date	Friday 18th December		Thursday 25th December Friday 26th December

Spring Term	2027	Half Term	Bank/Public Holidays
Start Date	Monday 4th January	Monday 15th to Friday 19th February	Thursday 1st January
End Date	Thursday 25th March		Friday 26th March Monday 29th March

Summer Term	2027	Half Term	Bank/Public Holidays
Start Date	Monday 12th April	Monday 31st May to Friday 4th June	Monday 3rd May Monday 31sth May
End Date	Wednesday 14th July		

2026/27 - Godalming College

Autumn Term	Monday 24th August	-	Friday 18th December	74 days
Spring Term	Monday 4th January	-	Thursday 25th March	54 days
Summer Term	Monday 12th April	-	Wednesday 14th July	62 days
				190 days

2026/27 - Surrey Schools for comparator

Autumn Term	Tuesday 1st September	-	Friday 18th December	69 days
Spring Term	Monday 4th January	-	Thursday 25th March	54 days
Summer Term	Monday 12th April	-	Wednesday 28th July	72 days
				195 days