

JOB DESCRIPTION

POST TITLE:	Learning Support Business Partner
GRADE:	Harmonised Salary Scale Point 18 (£20,247 per annum)
RESPONSIBLE TO:	Special Educational Needs Coordinator
RESPONSIBLE FOR:	Provide and co-ordinate highly effective support for students with learning difficulties and disabilities. Support the College's vision to become and sustain outstanding.
DIRECTORATE:	Personal Development and Welfare
WORK ARRANGEMENTS:	37 hours per week/52 weeks per year It is expected that from time to time these hours will be exceeded as reasonably necessary for the proper performance of the duties and responsibilities of the post.

PURPOSE OF THE POST

The post holder will:

1. Co-ordinate and deliver learning support to ensure students' requirements are assessed and met, deploying available resource to maximise effectiveness through a business partner model.
2. Co-ordinate the Education, Health and Care Plan (EHCP) reviews and any associated administration.
3. Provide continuing quality improvement through development of effective communication with operational delivery teams, sharing of good practice and professional updating.
4. Strive to achieve consistently outstanding provision

DUTIES AND RESPONSIBILITIES

1. Work effectively together with work based and cross-college colleagues as one team, respecting and valuing each other to deliver outstanding services to students.
2. Directly line manage and co-ordinate a team of Learning Support Assistants under the direction of the SENCO; including the co-ordination of timetables, transport, staff cover and the ordering & maintaining of resources.
3. Carry out one to one meetings and Personal Development Reviews with staff, ensuring induction, performance management processes and development opportunities are effective through day to day line management.
4. Ensure that the support needs of students are met including the requesting and monitoring of learning support assessments, learning support plans, care plans, medication and personal care.
5. Work closely with Additional Learning Support Specialist Lecturers to understand and implement Needs Assessments of students with identified needs; deploy resources as appropriate.
6. Input support plan details into the College's Management Information System and contribute

to ensuring support plans meet audit requirements.

7. Work with the SENCO and operational delivery teams to ensure learning support is effective, of high quality and meets the learning aims.
8. Work with wider support teams to ensure effective co-ordination of information regarding students 'at risk' and to expedite new assessments and support plans.
9. Ensure that all learning support assistants maintain accurate records of contact and update eLLPs, targets and reviews.
10. Manage a caseload of students with learning difficulties and / or disabilities in the learning environment, maintaining a person-centred approach to individual support needs.
11. Work with operational delivery teams to ensure course materials are accessible assist in the modification of materials and provide guidance around strategies to be employed in the learning environment.
12. Assist in the preparation and provision of identified support during examinations where necessary.
13. Assist in the social integration of students including at break and lunch and during wider learning activity; for example trips and work experience.
14. Liaise with other educational organisations and exchange information to assist the transition of learners into the College and their progression whilst at College.
15. Oversee, monitor and complete target setting with students to provide the best opportunities for student to make good progress.
16. Assist with the assessment, monitoring and progress of students.
17. Complete quality reports and attend meetings with operational delivery teams.
18. Manage incoming SEND documentation and ensure key staff are informed, including following assessment of support needs / targets for students with High Needs and/or EHCP's.
19. Provide and maintain a high quality administrative system for supporting and tracking EHCP processes from pre-entry to leaving college.
20. Ensure timely EHCP review meetings are scheduled, including inviting attendees, booking rooms, collating and distributing reports, and taking / circulating minutes.
21. Deal with general enquiries and coordinate timely responses to all customers both internal and external.

GENERAL

1. Take responsibility for one's own professional development and continually update as necessary, participating in appropriate staff development activities as required including the Performance and Development Review (PDR).
2. Promote a positive image of the College and the work that is carried out across its various services.
3. Comply with all legislative and regulatory requirements.
4. Apply the College's own Safeguarding Policy and practices and attend training as requested.
5. Show a commitment to diversity, equal opportunities and anti-discriminatory practices. The post holder is expected to comply with and promote the College's Equal Opportunities Policy in all aspects of their duties and responsibilities.

6. Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.
7. Take an active role in the health, safety and welfare of students and staff, attending training and carrying out health and safety related activities as appropriate to the role.

Person Specification

Post:	Learning Support Business Partner	Department:	Personal Development and Welfare
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Key Requirements:	Essential/ Desirable	Assessed
Qualifications:		
Level 2 or above in Learning Support	D	A
Level 2 in English and Maths	E	A
Experience:		
Working in a support environment	E	A / I
Co-ordinating and leading a team	E	A / I
Providing support in an educational environment	E	A / I
Experience of setting support targets with students	E	A / I
Experience of co-ordinating records of support activity	D	A / I
Skills/Knowledge:		
Excellent communication skills	E	A / I
Good standard of written communication	E	A / I
Excellent interpersonal skills	E	A / I
Good knowledge of student support methods	E	A / I
ICT literate	E	A / I
Good organisational skills	D	A / I
Good knowledge of behaviour management	D	A / I
Qualities:		
Ability to work under pressure	E	I
Flexibility in working patterns	E	I
Other Requirements:		
An understanding of Safeguarding of Children & Vulnerable Adults within the workplace	E	I
Full commitment to Equal Opportunities and anti-discriminatory working practices	E	I
Flexibility in terms of hours of work	E	I
Ability to keep matters confidential	E	I
Flexibility to work at different college sites	E	I

E = Essential

D = Desirable

A = Application

I = Interview

T = Test

Produced by:	Jo Down	Date Produced:	9 th July 2019
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