



# Learning Support Coordinator

Recruitment Pack 2022

I am  
Ambitious  
about Autism

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# Job description

|                  |                              |                     |   |
|------------------|------------------------------|---------------------|---|
| <b>Job title</b> | Learning Support Coordinator | <b>Team</b>         | Ambitious College                         |
| <b>Job band</b>  | Band 5                       | <b>Reporting to</b> | Senior Learning Support Coordinator       |
| <b>Hours</b>     | Full time                    | <b>Line manages</b> | Senior/Learning and Behaviour Specialists |

**Approved by:** Director of Education

**Date:** January 2022

## Role Purpose:

Working closely with the Senior Learning Support Coordinator to ensure we have a safe, compliant and, innovative service. To manage and lead a team providing on-the-ground operational support, to ensure the smooth delivery of high-quality learning support to young adults with autism. You will be key in enabling learners to access learning opportunities within Ambitious College and the local community.

## Key Accountabilities & Dimensions:

### Staff management and training

- Manage and be responsible for the effective recruitment, engagement, development, retention, wellbeing and performance management of a designated Senior Learning Behaviour Specialist and team of Learning and Behaviour Specialists. You will do this through regular supervision, observations and personal development reviews including monitoring of agreed objectives, sickness and time keeping.
- Act as shift leader/ assistant shift lead on designated days. This will include being the first point of contact for staff absences, organising cover for breaks and providing support to the Learning and Behaviour Specialist team as and when required. To act as a responder to first aid and behavioural incidents when required and support in the community as required.
- Support the Senior Leadership Team with the implementation of quality assurance mechanisms that support the development of the Ambitious College Learning Support Team as part of a self-reflecting organisation committed to the process of continual self-improvement.
- Promote and motivate the development of skills and confidence within the Learning and Behaviour specialist team through team meetings, team building and informal training sessions. To build and maintain positive working relationships within the team. To ensure that direct reports are adequately trained and signed off to comply with best practice and regulatory requirements. This includes ensuring that training is refreshed according to need and best practice.
- Support the Senior Management Team in the recruitment, selection, induction, training and ongoing support of the Ambitious College Learning Support Team.
- Manage and lead on any employee issues within your team with guidance from the people team. This may include investigations and disciplinaries and other management processes in line with our policies and procedures. Ensuring that robust record keeping and performance management systems are in place.

- On occasions LSCs are responsible for being sole leader onsite (e.g. when SLT at meetings).

### Supporting effective partnership working

- Liaise with parents, SEN Transport and other professionals ensuring any issues are dealt with quickly and efficiently on a day to day basis, including alerting the Senior Leadership Team where necessary of any concerns.
- Maintain positive relationships with all relevant stakeholders of Ambitious College, including parents, other external professionals and our co located partner colleges.
- Take part in professional meetings with outside agencies and stakeholders as required.

### Working as part of a TDT

- Work in conjunction with the Ambitious College Transdisciplinary Team to ensure that Learning and Behaviour Specialists provide excellent, person-centred learning support that assists learners to achieve the learning targets laid out in their Individual Learning Plan (ILP).
- Support the TDT in the implementation of programs by the support team. To ensure that learners meetings are occurring on a regular basis and key information is shared with the different disciplines.
- Liaise with the TDT team and ensure that all Data and evidence is being inputted into our data systems accurately and on a daily basis.
- Work as part of a team to ensure that we maintain our “good” OFSTED rating and strive to achieve an “outstanding” rating in our next inspection.

### Personal Development, Welfare and Behaviour

- Provide direct person-centred support to our learners in accordance with agreed activities and programmes.
- Ensure that designated Learning and Behaviour Specialists consistently provide excellent levels of care and support and follow agreed practices and protocols. This will include safeguarding, health and safety, incident/accident reporting and all other legal and organisational requirements.
- Rota and deploy staff in accordance with demand, assessments of young people, risk assessments, staff skills and suitability. This will include providing cover and support where necessary.
- Lead on the transition of new learners into the college and support the process of learners transitioning out of service including home visits and report writing.
- Promote a Positive Behaviour Support culture within Ambitious college and to support on the delivery of the Colleges behavioural model and support the team in implementing positive handling techniques and policy and procedure when necessary.
- Support the Designated Safeguarding Lead in promoting a culture of transparent working and reporting of any safeguard concerns, quickly and accurately.

## Health and Safety

- Under the direction of the Head of Operations, to assist with ensuring that the College consistently remains regulatory compliant and operates in line with organisational policy including ensuring.
- Risk assessments, PEEPS and emergency plans are in place and reviewed.
- Safe working practices, including the development of Personal care support plans, Medications support plans and Medical Support plans for each learner.
- Safeguarding incidents, medication errors and other incidents and accidents are appropriately reported including RIDDOR.
- A robust Medication policy and process which is adhered to across the college.
- Fire safety procedures and policies are followed and implemented.
- First Aid is administered in line with training and policy.
- To ensure that all incidents and accidents are logged on our Data system in a timely manner and that management actions are executed. Reporting any Riddor incidents to the HSE.
- When LSCs are out lead on medication each day as part of shift.
- Ensure that the administrative requirements of the service are kept up to date. This will include the completion and timely reviews of behaviour support plans, care support plans, risk assessments and all other necessary documentation to ensure that excellent standards of service delivery are maintained.

## Additional Duties

- Demonstrate a continual commitment to safeguarding and promoting the welfare of children and young people.
- Demonstrate a continual commitment to the promotion of diversity initiatives and the sharing of best practice in line with Ambitious about Autisms Equality, Diversity and Inclusion policy and procedures.
- Ensure the highest degree of confidentiality and data protection of all materials
- Any other duties commensurate with the role.
- Demonstrate the vision and values of Ambitious about Autism in everyday work and practice, upholding the ethos of challenge and support where all pupils/learners can reach their full potential and maximise their engagement in learning.
- To uphold Ambitious about Autism policies to protect and safeguard pupils in order to secure their health, safety and wellbeing.

# Person specification

| Role and band competencies   | Essential |
|--|-----------|
| <b>Specific Knowledge, Experience &amp; Technical skills</b>   |           |
| 1. Five GCSEs or equivalent.   | X         |
| 2. Experience of working in a provision for young adults with autism or learning disabilities including behaviours that challenge to provide an extensive Education/support service. | X         |
| 3. Experience of monitoring and reporting on the effectiveness of services.  | X         |
| 4. Proven experience of people management, motivating teams and effective performance management within an autism or learning disabilities services.                                 | X         |
| 5. Experience of working within an Ofsted/CQC regulated service and managing Health & Safety regulation and compliance.  | X         |
| 6. Experience of the daily administration of medication and the implementation of processes to ensure safety and compliance.   | X         |
| 7. Extensive experience of a positive behavioural approach including positively managing behaviours that challenge.  | X         |
| 8. Knowledge and experience of safeguarding policy and processes.  | X         |
| 9. Knowledge of the principles of person-centred planning.   | X         |
| 10. Proven experience of positive stakeholder management.  | X         |
| 11. Experience of excellent report writing, data management and IT skills.   |           |
| <b>Personal Attributes</b>   |           |
| 12. Demonstrable understanding of and personal commitment to safeguarding and promoting the welfare of vulnerable young people and adults.   | X         |
| 13. Personal commitment to enabling young people with autism to reach their full potential.  | X         |
| 14. Ability to develop and maintain positive relationships with learners, their families, carers and all other relevant stakeholders.  | X         |
| 15. Willingness to support and participate actively in community-based sessions such as walking, swimming, gardening, catering.  | X         |
| 16. Willing to undertake direct care tasks and lone work as and when required.   | X         |
| 17. Excellent organisational, time management and prioritisation skills.   | X         |
| 18. To be physically and emotionally resilient and be able to solve challenges quickly, decisively and to stay calm in a crisis/emergency situation.                                 | X         |
| 19. Commitment to ongoing professional development.  | X         |
| 20. Able to work flexibly: occasional outside of working hours or location in  | X         |

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| order for learners to participate in line with their person-centred plan.   |   |
| 21. Ambitious about Autism is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. | X |
| 22. Good appreciation of health and safety in the workplace, data protection principles and equal opportunities.  | X |