

Capel Manor College

Learning Support Coordinator

Job Description & Person Specification



JOB DESCRIPTION & PERSON SPECIFICATION

JOB DESCRIPTION

Post	Learning Support Coordinator
Scale	Business and Learning Support
Grade	Scale 6 points 23-25 plus Market Supplement
Responsible to	Learning Support Manager
Location	Enfield
Contract	Part time, Permanent

Key Responsibilities:

The key responsibility of the Learning Support Coordinator is to assess and coordinate required relevant support for all students with a declared learning difficulty or disability at our Enfield campus.

Responsibilities:

1. Responsibility for the development of support plans and key working for learners identified as needing additional learning support. This will include completing and recording initial interviews, High Needs Funding forms, risk assessments, One Page profiles and annual reviews
2. Be responsible for and coordinate special educational needs services, such as managing the Learning Support Assistant timetable, allocation of Learning Support Assistants, access arrangements, Dyslexia support and intervention
3. Manage Learning Support Assistants, including support observations, probations and appraisals
4. Advising tutors and Learning Support Assistants on the best strategies to support students with Special Educational Needs
5. Organise provision of 1:1 and small group support for students identified as needing assignment completion, literacy and numeracy interventions in conjunction with the Intervention tutor
6. Ensure all students with a declared learning difficulty or disabilities receives an additional learning support interview
7. Ensure the College has all relevant documentation pertaining to a student's support needs
8. Liaise with external agencies where appropriate
9. Ensure all additional learning support interviews are recorded on the College database
10. Compile support plans for high needs students and those with learning needs
11. Ensure support plans are distributed to relevant staff working with those students
12. Act as a point of contact for all students requiring support
13. Liaise with other members of the Student Services team to ensure relevant support is in place
14. Compile reports in conjunction with support staff for high needs students to contribute to annual review paperwork
15. Work with external agencies, parents and local authorities to organise and attend annual review meetings within the statutory timeframes
16. Be involved in the recruitment of new staff following all HR guidelines
17. Complete High Needs Funding forms for students with Education and Health Care Plans
18. Manage consultations from local authorities for new prospective students

General Responsibilities:

1. Promote and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults
2. Participate in College programmes of staff appraisal and continuing professional development
3. Develop effective working relationships internally and with external partners
4. To operate at all times in line with the College's values and behaviours
5. Undertake other duties as may reasonably be required in the interests of the efficient functioning of the College

PERSON SPECIFICATION

Qualifications

- Possess a Level 2 qualification in English and Maths or a willingness to achieve within a specified period
- Evidence of continuous professional development
- Qualification or experience in specific learning difficulties and disabilities
- Qualification in SPLD, SALT or ASD would be desirable

Experience

- Experience of working in an educational setting
- Experience of working in a supervisory role
- Experience of managing a pressurised and demanding role
- Experience of working with learners with different learning needs
- Experience working with young adults
- Experience working with external agencies
- Experience attending or Chairing multi-agency meetings would be advantageous

Skills, Abilities and Knowledge

- Knowledge/understanding of The SEND Code of Practice and Education and Health Care Plans
- The ability to develop positive working relationships with individuals at all levels
- Sound administrative skills
- Effective communication/organisation skills and ability to work on own initiative and as part of a team
- The ability to communicate effectively orally and in writing
- Effective organisation skills and ability to work on own initiative and as part of a team

Other Factors

- An understanding of and commitment to safeguarding young people and vulnerable adults
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults
- Emotional resilience
- The ability and determination to promote equality, diversity and inclusion throughout all aspects of College life, including employment and service delivery
- Should the position involve regular driving, a clean driving licence is required