

JOB DESCRIPTION

JOB TITLE:	Student Support Coordinator
GRADE/SALARY:	Scale J £32,561- £35253
CAMPUS:	BCA
HOURS:	37 hours per week- full time
RESPONSIBLE TO:	SENCo/ Head of ALS
DEPARTMENT:	Additional Learning Support

JOB PURPOSE:

To manage a team of one to one LSAs supporting EHCP students, including leading on inductions, performance reviews, training, record keeping and day-to-day management. The support you provide will enable students with a range of Special Educational Needs (SEN) to access the curriculum as fully as possible, achieving their learning goals and potential. To take the lead on EHCP Annual Reviews for students who have LSA support

N.B. This job description is current at the date of issue. It will be reviewed annually and may be updated by the Principal.

The main duties and responsibilities of the post include the following:-

1. Working under the direction of the SENCo and Head of Department, as Student support coordinator to manage LSAs (predominantly 1:1's) to assist with teaching, learning and associated activities in accordance with college policies, procedures and individual Education, Health and Care Plans (EHCP). To work with the assistant SENCo and administrative teams to lead EHCP Annual Reviews
2. Lead under direction from the ALS management team on the LSA recruitment and retention
3. In liaison with the ALS management team to create LSA timetables and managing them on a day-to-day basis. Cover timetable gaps.
4. Training LSAs across college ensuring outstanding support is provided to our students with additional needs.
5. Leading on the LSA induction process, including probation, training requirements and mentor support. Manage a group of LSA's performance management reviews

6. Organising termly meetings with LSAs to deliver training and share important information.
 7. Drawing on specialist skills and knowledge to support LSAs to understand and adhere to individual students' EHC plans, working towards outcomes, and supporting with provision, to ensure our learners have the opportunity to achieve their aspirations, whilst working towards independent adulthood.
 8. Covering LSA hours, working within the classroom and delivering small group/ individual support where required.
 9. Ensuring all LSAs are keeping timely records to evidence support provided and progress made for individual learners with SEN.
 10. Providing support to the ALS team by attending student interviews, completing student profiles and working with staff across the college to understand the needs of students who require additional support.
 11. Any other reasonable duties commensurate with the post
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Note

The post will be based at one of the current College campuses, but the duties of the job may require the post holder to work at any College campus or other location connected with the work of the College. Travel between the college's main campuses will form a requisite part of this post.

It is the College's policy to establish and maintain a Risk Register and a Risk Management Policy. It is a condition of your employment that you become aware of these documents and that you follow the objectives and procedures of good risk management in your areas of work.

The post holder is required to have a commitment to:

- The continuing development and implementation of the College's Diversity & Equality Policy.
- The management of risk within the College
- The health and safety of staff, students and visitors in general and the College's policies and procedures in particular.
- The principles and procedures set out in the College's Safeguarding and Child Protection Policy
- The principles and procedures set out in the College's Data Protection P

PERSON SPECIFICATION
Student Support Coordinator

	Essential	Desirable	Source of Evidence
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS			
GCSE A-C or equivalent in English and Maths	x		
GCSE A-C or equivalent in ICT	x		
Relevant qualifications/staff development and experience of working with people with learning difficulties including Asperger's Syndrome/Autism, ADHD/ADD, Dyslexia, Dyspraxia etc.		x	
Evidence of ongoing professional development	x		AF/IV
EXPERIENCE			
Experience of managing staff, within a learning support environment	x		AF/I
Experience of working within a College or educational environment		x	
Experience of and a continued commitment to making a positive contribution to team activities and developments	x		AF/I
SKILLS 1 KNOWLEDGE 1 ABILITIES			
A strong commitment to the academic and personal development of students with a range of additional	x		
A commitment and willingness to undertake training	x		
Capable of maintaining structured routines		x	
Demonstrable oral and written communication skills	x		AF/I
Enthusiasm and sense of humour	x		AF/I
Good organisational, administrative and planning skills	x		AF/I

Able to use initiative and common sense	x		
Ability to accept responsibility and be able to think ahead	x		AHI
An open minded approach to the way in which other people think	x		
providing physical support for those with mobility difficulties			
Demonstrate a strong commitment to Equality and Diversity	x		AF/I
General awareness of cultural diversity		x	AF/I
An understanding of the needs and challenges of a range of students	x		AF/I

KEY:

Evidence of all of the elements marked AF or AF/IV must be present in the application form in order to be shortlisted for an interview

All of the elements marked IV will be assessed at interview

All of the elements marked AF/IV will also be assessed at interview

All or some of the elements may be assessed by the Test/Presentation