

Learning Support Coordinator

Salary: £28,506 per annum
Basis: Full time
Contract Type: Permanent
Contractual Hours: 37 hours per week
Annual Leave: 55 days including 8 bank holidays (To be used during the school holidays)
Location: Yorkshire Rose College

The role

The Yorkshire Rose College are seeking to appoint an enthusiastic, highly motivated, and organised individual to coordinate support across the college curriculum to ensure that the educational, health, and care needs of young people are met effectively. This role involves working closely with teaching staff and the leadership team.

Main Responsibilities

As well as the responsibilities set out in the job description, the Learning Support Coordinator will also be expected to carry out the following:

- To ensure the provision of high-quality learning support across all sites and learning activities
- To oversee the day-to-day absence planning procedures to ensure learners receive support during periods of staff absence.
- To support the college leadership team to deploy learning support resources to best effect.
- To contribute to the analysis of the College's self-assessment process
- To provide monthly reports and staff performance information to senior leaders
- To contribute to staff planning activities, so that recruitment matches learner support needs.
- To monitor effectiveness of all learning support provision through a variety of methods
- To work collaboratively with Curriculum Managers in the coordination of timetables
- To support with the coordination of examinations and exam access arrangements

- To attend college events
- To manage all timetables for staff in collaboration with the curriculum management team
- To support curriculum developments and innovations
- To create and maintain administrative systems.
- Establish and maintain effective working relationships.
- Line manages support staff as required.
- Undertaking briefings with the staff team, where appropriate.
- To work closely with HR to manage absences effectively.

Can you demonstrate:

- Level 3 or equivalent in a relevant discipline
- BSL Skills (willingness to work towards)
- Safeguarding qualification (willingness to work towards)
- Experience of working in a similar environment with 16–25 year olds within an educational setting with young people with EHCP's
- Experience of providing support to students
- Able to work as part of a team and communicate clearly
- Experience of leading/supporting with the facilitation of sessions in an educational setting
- Knowledge of support needs of students with an EHCP and strong knowledge of EHCP's with the ability to identify and use strategies to meet a range of student needs
- Excellent organisational skills
- Competent in the use of Microsoft Office

Please refer to the person specification for a full list of specific qualifications, experience, skills and values that are required for the role.

Staff Benefits:

- Contributory Pension
- Great CPD opportunities
- Free onsite parking
- Free use of onsite gym
- Discounted childcare at the onsite Little Learners Day Nursery
- Westfield Health Cash Plan including Doctorline – 24/7 access to a GP, Dental, Optical and Prescription claims and much more (funded by the employer) with the opportunity to upgrade.

For a job description and application form please visit our careers page at www.thecarrfentonfoundation.org.uk/careers/

Please note that on the application form we need your full education and employment history from leaving secondary school up to current date. We do not accept CV applications.

Closing date for applications: 31st August 2026

Yorkshire Rose College — Doncaster, Leger Way, Doncaster, DN2 6AY,

The Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The Foundation may carry out online searches on shortlisted applicants and all applicants will be required to provide details of their online profile, including social media accounts, as part of their application.

The post is exempt from the Rehabilitation of Offenders Act 1974. The Foundation is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

We are committed to making our recruitment practices as inclusive as possible for everyone. We are committed to promoting equality and diversity and developing a culture that values differences, recognising that employees from a variety of backgrounds bring important and positive contributions to the workplace.