



Job Description

Title: Learning Support Coordinator
Reports to: Admissions and Student Experience Director
Based at: Yorkshire Rose College
Hours of Work: 37 hours per week
Annual Leave: 55 days including 8 bank holidays (To be used during school holidays)
Basis: Permanent

Job Purpose:

Our Learning Support Coordinator is responsible for coordinating 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.

Key Duties and Responsibilities

Your responsibilities will include, but are not restricted to:

- 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.

Quality and Standards

- Raise standards and foster an ethos of excellence and endeavour to give every student the opportunity to meet their potential.
- Establish productive working relationships with students, act as a role model and provide information and guidance about their own learning, behaviour, and consequences of their own actions to promote self-esteem.
- Ensure adherence to the Quality Framework and provide comprehensive feedback into the annual Self-Assessment Report and Quality Improvement Plan.
- Regularly update managers on the effectiveness of the learning within sessions.
- Improve standards of learning support by networking and sharing good practice with others.
- Support all aspects of the learner journey and contribute as requested to internal and external audit processes.
- To keep all aspects of learning support under constant review and contribute to quality assurance processes.
- To critically review performance within learning environments in conjunction with other staff and develop and implement a plan for the delivery of excellence across the college curriculum.
- To be aware of and monitor student targets and progression and keep managers informed of concerns.

General

- To strictly observe and follow staff code of conduct.
- To promote the highest standards of Health and Safety practice in relation to all aspects of the duties of the role and complete Risk Assessments for all activities.
- Support the college's implementation of all current statutory requirements, e.g. Equalities Act, Equal Opportunities, Child Protection and Data Protection (GDPR).
- To fulfil personal requirements, where appropriate, with regard to Foundation and college policies and procedures, health, safety and welfare, emergency, evacuation and security.
- The Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.
- To work positively and inclusively with colleagues and stakeholders so that the Foundation provides a workplace and delivers a service that does not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender, or disabilities.
- To attend training as required by the Foundation to ensure that the best possible service is provided to our students and to each other.
- To observe at all times the Foundation's policies, in particular those relating to Health and Safety at Work and Data Protection.
- Attending meetings, briefings and CPD events as required and taking in the necessary up dating required in the role.
- To complete all documents necessary to comply with HR policies and ensure that records are accurate and up to date.
- To be familiar with Prevent, British Values and the FE Ofsted Handbook.

To undertake such additional duties or projects as determined from time to time by the line manager, after consultation with the post holder.

Person Specification

	Essential	Desirable
Qualifications	• Level 3 or equivalent in a relevant discipline • BSL skills (willingness to work towards) • Safeguarding (willingness to work towards)	• SEND relevant training • Degree • BSL — level 2 • Management/ leadership
Experience	• Working in a similar environment with 16–25 year old within an educational setting • Working with young people with EHCPs • Providing support to students • Able to work as part of a team and communicate clearly. • Leading/supporting with the facilitation of sessions in an educational setting.	• Experience working with people with SEMH • Experience of teaching adults with hearing impairments, learning difficulties and/or disabilities • Training or mentoring
Knowledge	• Effective communication skills both written and verbal. • Can demonstrate an understanding, caring and a positive attitude to working with people with SEND. • Specific knowledge of support needs of students with an EHCP. • Strong knowledge of Education, Health and Care Plans (EHCP).	• Knowledge of Exam Access Arrangements.

	• Ability to identify and use strategies to meet a range of student needs. • In-depth understanding of the specific issues relating to the education of young people and adults who have learning difficulties, disabilities, sensory, physical impairments or other additional needs. • Competent in the use of Microsoft Office applications and willing to undertake training appropriate to the role.	
Personal Attributes	• Keen to learn and improve own performance. • Will go the extra mile to help staff succeed. • Has a 'can-do' attitude to work. • Demonstrates flexibility and ability to work independently and as part of a wider team. Demonstrate use of initiative. • Able to adapt with change and work demand. – To clearly identify risk and act accordingly. • Well organised and self-motivated.	