

Job Description

Title:	Learning Support Lead
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 the school holidays
Basis:	Permanent
Salary:	EW1 £32,745 — EW5 £35,453

Job Purpose:

Our Learning Support Lead is responsible for the coordination of 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. The Learning Support Lead is also responsible for leading the Learning Resource Centre and staffing around this.

Key Duties and Responsibilities

The Learning Support Lead is responsible to the Admissions and Student Experience Director for carrying out the following duties effectively and efficiently:

- 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 support with the coordination of events and other arrangements across the College, maintain relevant calendars.
- 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.
- To coordinate staffing and students within the Learning Resource Centre.
- To support and encourage attendance and punctuality.
- To record and monitor the students' progress, outcomes and achievement using Databridge.
- To create and ensure a safe and inclusive environment for all our students.
- Provide feedback, information and reports that are required for meetings such as EHCP Annual Reviews and other meetings supporting student experience.
- Attend and support within meetings to inform and develop student experience and outcomes.

- Contribute to student focus meetings and adhere to behaviour strategies whilst supporting staff to monitor and evaluate behaviour.
- Keep accurate records of attendance and assessment of work carried out by the students in the Learning Resource Centre.
- To ensure registers are completed for the Learning Resource Centre.
- Have an understanding of the needs of young people who are Deaf/Hearing Impaired or those with Special Educational Needs and/or Disabilities.
- Complete all relevant paperwork and administrative functions as per the requirements of the role.
- To undertake any further duties as outlined by the Admissions and Student Experience Director or Senior Management Team provided they are reasonable and appropriate.

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.
- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions
- 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
- To have responsibility for promoting and safeguarding the welfare of all students
- 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.

- To undertake other duties which may be reasonably be required.

Person Specification

	Essential	Desirable
Qualifications	GCSE Maths and English grade 4 or equivalent.	- BSL Qualification (willingness to work towards) - Teaching Qualification (Level 3, Cert Ed, PGCE)
Experience	- Experience of supporting children and/or young people in an educational or care setting or similar. - Experience of working collaboratively within a team. - Experience of planning, delivering, and monitoring learning. - Experience of delivering to small groups of students or other relevant groups, including direction of support staff. - Setting and achieving SMART targets. - Ability to provide information in report format. - Experience of timetable arrangements.	- Experience of working with young people who are Deaf/Hearing Impaired or those with Special Educational Needs and/or Disabilities. - Experience of line managing or coordinating staff.
Skills, Knowledge and Aptitude	- Ability to relate well to young people and adults with SEND. - Strong organisational skills. - Effective oral and written communication skills. - High level interpersonal skills both in working with students but also liaison, networking, negotiation, and team working. - Knowledge of CPOMS - IT literate with a working knowledge of MS office, in particular: Word, Excel and Outlook	- Demonstrate excellent IT skills. - Knowledge of the local area. - Experience of liaison with employers and other stakeholders. - Behaviour management strategies. - Reporting and writing. - Knowledge of Databridge or other timetabling systems.
Personal Attributes	- Be willing to undertake a programme of ongoing continuous professional development. - Demonstrate the following attributes: approachable; patient; efficient; enthusiastic; positive with a 'can do' attitude.	

	• Flexibility and willingness to be adaptable and respond quickly to changes. • Complete honesty and integrity. • Ability to maintain confidentiality and abide by all GDPR regulations. • Have the ability to organise own time effectively.	
Safeguarding Young People	• Understanding the importance of safeguarding and child protection and its impact on this role.	