



Gloucestershire College is advertising this role on behalf of Gloucestershire Professional Services (GPS).

About the Role – Employment Details

Post Number	A102
Job Title	Access to Learning Administrator – September Start
Salary	£26,218.54 - £28,088.30 (Actual £13,759.60 - £14,740.86)
Contract Type	Permanent – 22.5 hours per week, 38 weeks per annum
Campus	Gloucester
Department	Learning Support
Reporting To	Head of Inclusion and Cross College High Needs
Holiday	Term Time Only

About the Role – Meet the Team

The Learning Support team provides effective support to assist students in achieving positive outcomes whilst developing independence, resilience and employability. We can assist students with a range of various learning differences and/or difficulties across all academic levels at college.

We have a range of support available within Learning Support that includes:

- Robust transition opportunities and planning to support joining and leaving the college
- Holistic assessment of additional needs to develop effective support plans. Support is reviewed throughout the year
- EHCP annual reviews, as well as supporting students with My Plans, My Plan + and SEN Profiles
- Support in-and-out of timetabled sessions from experienced Learning Support Assistants and SEND Intervention Mentors
- Trained and experienced staff to support a broad range of additional needs, including but not limited to Autism Spectrum Condition, Dyslexia, Dyscalculia, Dyspraxia and ADHD
- Coaching and support to utilise assistive technology and software to assist learning
- Appropriate exam access arrangements and reasonable classroom adjustments
- Other support includes Personal Emergency Evacuation Plans (PEEP), personal/intimate care and medication support if required.

Our settings are safe, specialist facilities, thoughtfully designed to support students with a collaborative approach to education, meeting their educational and other individual needs. Our team is based across all three campuses and a range of working patterns are available depending on student need and timetabling.





About the Role – Duties and Responsibilities

- Manage all incoming enquiries and referral paperwork through the specialist request form, ensuring accurate logging and timely progression.
- Process and triage Learning Support referrals, identifying priority needs and assigning them to appropriate assessment times or specialist staff.
- Book and coordinate appointments for first interviews and specialist SEND assessments, maintaining clear communication with learners, assessors and curriculum teams.
- Monitor and manage referral caseloads, tracking progress and reporting back to relevant staff and stakeholders to ensure timely follow-up and effective workflow management.
- Audit specialist SEND assessor paperwork at regular intervals to maintain compliance, accuracy and quality across all documentation.
- Update and maintain ProMonitor, ensuring all assessment outcomes, support plans, communication and actions are recorded accurately.
- Act as the first point of contact for all new Learning Support referrals, responding in person, by email and by telephone, and providing clear guidance to learners, parents/carers and staff.
- Analyse and process prospective students' needs using paperwork from a variety of sources, disseminating information appropriately to inform assessments and support planning.
- Maintain strong working knowledge of JCQ exam regulations and their implications for Access Arrangements.
- Support the team in gathering evidence, completing Form 8 documentation and ensuring all Access Arrangements paperwork is accurate and submitted on time.
- Photocopy, distribute and file Access Arrangements documentation (including Form 8) for learners and staff.
- Liaise effectively with external agencies, parents, guardians, curriculum teams and support staff to ensure a coordinated and informed approach to learner support.
- Attend team meetings, taking minutes and supporting follow-up actions where required.
- Issue, collect and collate learner feedback questionnaires to support service monitoring and improvement.
- Provide general administrative support to the Learning Support department, including handling correspondence, maintaining records, organising resources and supporting day-to-day operational tasks.
- Invigilate examinations when required, ensuring JCQ and college procedures are followed to maintain integrity and compliance.
- Demonstrate full compliance with College procedures and Access Arrangements policy at all times.





About the College – Our Expectations

- Take an active part in Professional Development Conversations (PDC)
- Engage with all relevant Health & Safety regulations and assist the College in the implementation of its own Health & Safety Policy
- Actively promote the College's Equality and Diversity Policy
- Actively promote the College's Safeguarding Policy and Practices
- Support the College's sustainability policies and recognise the shared responsibility of carrying out duties in a resource efficient way
- Participate in enrolment
- Participate constructively in college activities and to adopt a flexible approach to your work.
- Undertake a first-aid qualification and participate in the first aid rota, as required.
- Undertake any other relevant duties as specified by your line manager commensurate with the level of this post

About the You

Our Shortlisting Criteria

Essential	<ul style="list-style-type: none"> – Minimum GCSE grade C or equivalent Level 2 in English and Maths (or willingness to complete) – Good working knowledge of Microsoft Excel and Office 365, with the ability to use spreadsheets, documents and digital tools confidently to support efficient administration and data management. – Proven recent experience in an administrative role within a customer focused organisation
Desirable	<ul style="list-style-type: none"> – Experience and knowledge of exam access arrangements/JCQ regs – Proven experience in dealing with enquires relating to the FE sector – Proven experience in supporting FE staff and learners – Experience and knowledge of college systems and procedures

The Perfect Person for us will demonstrate

Abilities	<ul style="list-style-type: none"> – Ability to communicate effectively with colleagues, students and other professionals – Be supportive and encouraging others in the department and organisation – A willingness to proactively share good practice across the department and organisation Plans, prioritises own workload to achieve agreed objectives.
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	<ul style="list-style-type: none">– Responsible for working to given standards and monitoring own performance– Able to make decisions and work independently whilst understanding when and how to escalate– Able to work to high standards and tight deadlines, staying calm under pressure– Willing and able to deal with difficult customers– Ability to communicate effectively with visitors, staff and students at all levels, verbally and in writing– A full understanding of the need for complete confidentiality and discretion
Job Circumstances	<ul style="list-style-type: none">– Able to travel between college sites (if required)– Undertake any training required for the role– Hold an Enhanced DBS check or be willing to undertake a check.– This job description outlines the main duties at the time it was written. Tasks may change, but the role's overall nature and responsibility remain the same. These changes are normal and don't justify a change in the post's grading.

