



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

## **About the Role – Employment Details**

Post Number	A079
Job Title	Learning Support Coordinator
Salary	£31,457.54 - 33,472.35 per annum
Contract Type	37 hours per week
Campus	Cheltenham/Cinderford
Department	Learning Support
Reporting To	Learning Support Manager
Holiday	27 days' annual leave, increasing to 32 days after 5 years', plus an additional 3 days during Christmas closure

## **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 including Cognassist, a neurodiversity assessment tool. 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

- To coordinate in-class cross college support at your designated campus.
- If required, to coordinate online support packages for students to support distanced learning.
- Manage and monitor sickness and absence of Learning Support Assistants (LSAs).
- To coordinate LSAs to fully utilise their additional responsibilities in assessing learners and liaising with Cross-College departments.
- Manage the probation and appraisal process for Learning Support Assistants at your designated campus, responding to feedback from Learning Walks and academic staff.
- Liaise with Head of Schools, Curriculum Leaders and academic teams to ensure targeted in-class support is consistent, effective and meets the needs of all identified learners.
- Support the Learning Support Manager at your campus in liaising with the Exams department to implement appropriate LSA support for exam access arrangements.
- Ensure the effective sharing of support information, including those with a My Plan, My Plan+ or EHCP, with academic teams using ProMonitor in line with the new General Data Protection Regulations (GDPR).
- Coordinate and ensure LSA attendance at EHCP reviews.
- Facilitate and/or attend EHCP reviews within the College as requested by the Learning Support Manager.
- Support the transitions team by attending school EHCP / transition reviews as requested by the Learning Support Manager or Head of School for SEND.
- Carry out in-year robust reviews of support packages and evaluate effectiveness, working with all SEND support areas. Assessing effectiveness of support and monitor individual staff and student progress.
- Undertake learning walks to support staff development, highlight areas of outstanding practice and identifying individual or group training needs.
- Control, monitor and audit recording of staff hours against identified learners and ensure that these are reconciled back to the overall plan and forecasted budget.
- Produce risk assessments and personal emergency evacuation plans (PEEP) as required.
- Facilitate visits and tours to the College campuses for prospective learners and/or parents/carers.
- Support with the delivery of cross College staff training and development.
- Encourage and actively seek the views and feedback of learners and other stakeholders.
- Support with open events and other marketing activities as requested.
- Support with staff College induction as requested by the Head of SEND.
- Actively contribute and support the departmental Quality Improvement Plan (QIP)
- Self-Assessment Report (SAR) and key performance indicators (KPIs).





## 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

<b>Essential</b>	<ul style="list-style-type: none"><li>– Experience of working within a resource allocation to deliver high quality additional learning support based on robust assessment and identification of needs and associated costs</li><li>– Coordinating / managing staff including undertaking appraisals</li><li>– Experience of delivering staff training and development in a variety of formats</li><li>– HND / Degree or other professional qualification or equivalent</li></ul>
<b>Desirable</b>	<ul style="list-style-type: none"><li>– SEND post 16 experience</li><li>– Knowledge of Gatsby &amp; EIF in regards to supporting learner independence and progression</li><li>– Creating risk assessments and personal emergency evacuation plans (PEEPs)</li><li>– Knowledge and experience of working within EHCP process and Preparing for Adulthood</li><li>– Knowledge of current assistive technology available to support learners with special educational needs and disabilities</li><li>– Specialist qualification in SEN, SpLD or Inclusion</li><li>– GCSE grade C English and Maths or equivalent</li></ul>



**The Perfect Person for us will demonstrate**

<b>Abilities</b>	<ul style="list-style-type: none"><li>– Excellent ICT skills, including advanced skills in Microsoft Excel and Access</li><li>– Able to motivate and inspire high-performing teams through coaching and mentoring.</li><li>– An able and clear communicator with learners, staff and external agencies</li><li>– Able to manage time and workload effectively to ensure meeting set deadlines</li><li>– Approachable, flexible and amenable</li><li>– Able to manage absence of staff effectively in line with College policy</li><li>– Experience of a virtual learning environment (VLE / Moodle)</li><li>– Experience of using Microsoft OneDrive / SharePoint</li><li>– Awareness of the new General Data Protection Regulations (GDPR)</li></ul>
<b>Job Circumstances</b>	<ul style="list-style-type: none"><li>– Ability to travel between all college sites as required</li><li>– Occasional evening and weekend working</li><li>– Ability to work flexible hours</li><li>– Enhanced DBS check</li></ul>