



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	32 days' annual leave, increasing to 37 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. 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

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





The Perfect Person for us will demonstrate

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

