

**JOB DESCRIPTION**

**Post Title:** Learning Support Coordinator/ Learning Assistant  Arts and Media Campus

**Hours: 31 hours per week as below**

Coordinator hours: 7.5 hours per week over 4 days for 37 weeks at Support Band D

Learning Assistant hours: 23.5 hours per week at Support Band C for 35 weeks

**Permanent Post**

**Line Manager:** Learning Services Manager

**JOB PURPOSE**

To work cooperatively with Learning Services Staff and Departments to continuously develop and improve support for learners.

Safeguarding and promoting the welfare of children, young people and vulnerable adults.

**SPECIFIC DUTIES**

* Assist with ALS admissions interviews, create support profiles for learners
* Delegate Learning Assistant hours (cover) to ensure best use of resources.
* Support with the collation of assessment evidence for exam access arrangements.
* Support with the collation of evidence for EHCP Termly and Annual Reviews and undertake other related administrative tasks.
* Support initial assessment of learning needs at induction.
* Work with learners as requested by the Learning Services Manager/SENCO, adopting a range of strategies to enable each learner to develop their own enabling strategies and become more independent in the best way they can, in the classroom, workshop, college and wider environment.
* Develop and maintain effective and appropriate relationships with learners to support learning.
* Promote inclusion and participation and promote behaviour which demonstrates respect for others.
* Advise teaching staff in the selection, preparation, modification/adaption/development, use and evaluation of inclusive learning materials and adapted resources for individual learners taking account of learners’ interests and cultural backgrounds.
* Use ICT effectively to support learning activities and develop learners’ competence and independence in its use.
* Assist learners and teaching staff to use assistive technology to remove barriers and support with learning
* Play a major role in ensuring an effective, productive and safe/healthy learning environment for specific learners.
* Contribute to the monitoring of learners’ progress, providing feedback on progress and achievement to learners and relevant staff to ensure that further support is appropriately planned and transition to other programmes or into work is effectively managed.
* Keep detailed Promonitor records showing learner progress, demonstrating best practice (and support other members of staff with this task as needed).
* Liaise with Course Tutors regarding referrals to other College services and support such as Wellbeing services, Learning Services Manager or Safeguarding Manager.
* Provide mentorship and support to new and existing Learning Assistants (LAs).
* Invigilate exams as necessary.

**GENERAL DUTIES**

* Work flexibly, driven by learner need, to meet College requirements including working in other departments as directed by your line manager.
* Comply with all College policies and procedures.
* Ensure the quality standards and performance measures applying to your area of work are met and facilitate continuous improvements in all aspects of the post.
* Maintain a safe environment by working within Health & Safety guidelines and being aware of your responsibilities for health and safety.
* Value diversity and promote equal opportunities.
* Comply with agreed dress code and the College’s Policies and Procedures appropriate to the job role and the tasks to be completed.
* Participate in Performance Management and Professional Development activities as required. Undertake further training as needed to ensure up to date knowledge and implementation of best practice.
* All Kendal College employees are expected to act as ambassadors for the College and promote the organisation and its services positively.
* Undertake any other duties and tasks appropriate to the grade and character of work as may reasonably be required, such as supporting Open Evenings and Guidance sessions.

The details contained in this job description reflect the content of the job at the date the job description was prepared. However, over time, the nature of individual jobs inevitably change; existing duties may be lost and other duties gained without changing the general character of the duties or the level of responsibility entailed. Consequently, the College will expect to revise this job description from time to time and will consult with the job holder in so doing.

This job description produced by BL May 2022



**PERSON SPECIFICATION Learning Support Coordinator**

All Kendal College employees are expected to embrace College values by:-

* Seeing learners as our priority and by promoting the welfare of children, young people and vulnerable adults
* Embracing equal opportunities and respecting diversity in every aspect of working with learners, colleagues, visitors and other College stakeholders
* Striving for continuous improvement

| **Attributes** | **Essential Criteria** | **Desirable Criteria** |
| --- | --- | --- |
| **Qualifications** | * A degree/level 4 qualification equivalent * GCSE Maths and English (A to C) or equivalent * IT qualification or proven competence | * Teaching Qualification * Relevant Level 3 qualification such as NVQ STL (Supporting Teaching & Learning) or qualification in disability and/or learning difficulties * (JCQ) recognised access arrangements assessor |
| **Experience** | * Significant experience of working with individuals with a range of additional needs in an educational setting | * Experience of provision of one-to-one and group support * Experience of working within the vocational area (Creative Arts) relevant to Post 16 provision. |
| **Knowledge and Skills** | * Good understanding of additional learning needs and current legislation * Ability to develop and maintain effective relationships with learners that promote learning and independence * Knowledge of enabling strategies to support learning and promote independence * Excellent IT and organisational skills in terms of tracking and processing data. * An ability to complete administrative tasks methodically and accurately under time pressures. * Suitable character for working students with additional learning needs and barriers to learning * Knowledge of assistive technology to support learning * Ability to document learner progress effectively * Capacity to work reliably as a team member and to work flexibly according to the needs of learners and the Department | * Awareness of disability issues and equal opportunities including recent legislation |

Applicants will not normally be considered unless they meet the Essential requirements for the post