

Job description: Learning Support Co-ordinator (3 Month FTC)

Status	Fixed-Term (3 months FTC)
Base	Cross College Post holder may be required to work across College sites and at other locations
Salary	Circa £30,417 It is our policy to normally appoint at the bottom of the salary scale
Hours of work (per week)	36 Hours a week
Reports to	Sam Waterman – ALS Manager
Manager to	No Direct Reports

ROLE PURPOSE
<p>To coordinate the activity of the Additional Learning Support department at the college. Act as key contact for Curriculum in ensuring that the needs of students with disabilities and learning difficulties are met in facilitating their achievement in their course.</p> <p>To coordinate the gathering of all evidence in relation to Exam Access Arrangements for students with support needs.</p> <p>To undertake Needs Assessment for students and recommend a package of support and in class adjustments for individuals.</p>

MAIN ACCOUNTABILITIES

- To conduct needs assessments with disabled students and write adjustments notes for tutors and monitor and ensure their implementation.
- To be the main point of contact between ALS and Curriculum areas in monitoring the progress of supported learners throughout their course.
- Maintain up-to-date records of work and throughout the year to provide regular progress reports on supported students to ALS Manager
- Liaise closely with the ALS team and class tutors to ensure we support students in the most appropriate way.
- Demonstrate an awareness of the various strategies appropriate for supporting students with different disabilities.
- Monitor attendance and punctuality of supported learners and address any poor attendance or pattern absence quickly.
- Administer ALS Student target setting process, forwarding on ALS tutor generated learning targets to members of the curriculum teaching teams.
- Work with ALS manager to administer Learner Support Assistant and Variable Hour tutor timetables, allocating learners to appropriate tutors.
- Use external agencies' portals to carry out exam access arrangement entries.
- Contact external agencies to set up and monitor support for learners.
- Monitor designated ALS absence/lateness email or messaging account and forward on notifications of lateness or absence to the relevant tutor.

GENERAL COLLEGE RESPONSIBILITIES

- To work in a manner that adheres to and furthers the College's values.
- To attend relevant training and meetings as required.
- To be committed to Continuous Professional Development (CPD), meeting any annual requirement for CPD / scholarship and to keep up-to-date professionally.
- To contribute to the effective management and promotion of equality and diversity.
- To work in accordance with the Health & Safety at Work Act, ensuring the College is a safe environment for staff, students and visitors.
- To work at all times in accordance with Morley College London's policies and procedures and Staff Competencies Framework.
- To carry out such duties as may be required from time to time by the college that are appropriate to the grade of the post.

Safeguarding children and vulnerable adults:

The post holder will be expected to promote with staff and students the importance of safeguarding the welfare of children and vulnerable adults they are responsible for and come into contact with

This job description is not exhaustive and as such the post holder is expected to be flexible. Any changes of significance will only be made following a discussion with the post holder

WORKING WITH

The post holder will develop good working relationships with students, academic staff on accredited courses, and other College stakeholders as appropriate. The post holder will have specific contact with the following staff:

ALS Manager and team; Student Services team, Facilities, IT, Exams Officer, Departmental Administrators, Tutors, Subject Leaders and Heads of Curriculum.

DBS STATUS

This post is exempt from the Rehabilitation of Offenders Act 1974 and is regulated activity. The post holder will be required to obtain an Enhanced DBS Disclosure, including an ISA barred list check.

PERSON SPECIFICATION

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Essential Criteria:

- Educated to degree level or equivalent in a relevant discipline.
- English and Maths GCSE grade A-C / 9 – 4, or equivalent.
- Experience of supporting adults with learning difficulties in further or higher education
- Experience of working as a team and evidence of ability to work effectively with colleagues
- Skills, knowledge and understanding of the needs of adults with a range of learning difficulties and disabilities
- Excellent communication skills
- Ability to support and enable people from a wide range of backgrounds, skills, education, work and life experience to fulfil their potential
- Have a commitment to and be able to demonstrate knowledge of health & safety and equality and diversity as appropriate to the post.
- An awareness of Safeguarding and Prevent and ability to create and sustain an environment in which the safety and welfare of children and vulnerable adults is paramount.
- If regular access to children or vulnerable adults (regulated activity).

- This role is exempt from the Rehabilitation of Offenders Act (1974) and is subject to an enhanced DBS check and barred list check.

Desirable Criteria

- A postgraduate qualification in assessing adult dyslexic and LDD students

June 2024