

**A member of Brigantia Learning Trust**

**JOB DESCRIPTION AND PERSON SPECIFICATION**

**The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment**

<b>POST TITLE</b>	Senior Additional Learning Support Coordinator
<b>GRADE</b>	Full Time (37 hours), Term Time, Grade 5 (23,541 – 25,991) Salary will be pro-rata based on full time term time
<b>RESPONSIBLE TO</b>	Head of Additional Learning Support
<b>BASE</b>	Longley Park Sixth Form, Sheffield
<b>RESPONSIBLE FOR</b>	To play a key role in the continued development of High Needs support and general learning support provision, working closely with the Student Support Manager
<b>EMPLOYMENT DUTIES</b>	To support the learning of students with a range of learning difficulties and disabilities, including those with Education Health and Care plans, in a range of contexts  To support student achievement and retention and support the role of teaching staff
<b>PURPOSE OF THE JOB</b>	The role will include supporting students to overcome barriers to learning; this will involve providing individual support on a one-to-one basis to students with additional needs, the delivery of support in the classroom, and liaison with parents/ carers and teachers to secure the best outcomes for the student.

**Role duties:**

- To support the additional learning support manager in coordination of the day-to-day requirements, such as timetabling, management of resources and supervision of staff within the additional learning support team
- Quality assure personalized plans and preparation for adulthood plans to ensure quality and consistency
- Supporting and/ or leading activities to develop outstanding Quality First Teaching for students with additional needs.
- Deputise for the Additional Learning Support Manager when appropriate
- To work with staff to design support for student with EHCP's and Additional Learning Needs to enable them to access learning in the classroom
- To provide advice and guidance about specific teaching strategies for Teachers, relating to individual students within the classroom and wider College environment.
- To work closely with schools, parents/carers, key agencies and students to ensure effective and successful engagement of students with additional needs.
- To enable students with learning difficulties and disabilities to access learning and social opportunities within the College environment.
- To write personalized plans with SMART targets for each key worked student. To review these plans on a half termly basis, including the student in this process.
- To deliver personalised interventions and literacy, numeracy, basic skills and dyslexia support to both individuals and small groups.
- To support and students on an individual or small group basis in the classroom. To provide support that enables them to access the curriculum and make progress in their learning.
- Where directed by the 'Head of Additional Learning Support' To assist in student access arrangements for exams and provide this support during exam periods
- To supervise student study in small groups and during social times
- To create learning support resources for students, including differentiated materials

- To provide a key working role to students with Education Health and Care plans or those with LLDD. To ensure that students are working towards achieving their individual outcomes and preparing for their next steps.
- To maintain appropriate records of all work including information required to secure funding and information on student attendance and progress.
- To use the MIS system provision map to record all information and data effectively and efficiently
- To work as part of the Student Support Team to ensure that general duties such as management of resources, preparation of materials and housekeeping are delivered effectively.
- To monitor and promote student attendance at support sessions and liaise with teaching staff, progress tutors and parents/carers as appropriate
- A willingness to participate in marketing and liaison events such as Open days and evenings
- To provide personal and practical care, including moving and handling for students with a wide range of disabilities, when required.
- To work across the whole college site as required
- To continue to undertake staff development
- To follow college policy and procedures in all work with particular awareness of Health and Safety and Equality and Diversity Policies
- To perform other duties which correspond to the general character and responsibility level of the post as required.

## PERSON SPECIFICATION

<b>Method of Assessment</b> The table indicates the method by which the skills/knowledge/level of competence in each area will be assessed.	Application Form	Interview	Task	Other
<b>Qualifications</b>				
General qualifications to at least Level 3 (A level)	x			
Any appropriate learning support qualifications	x			
<b>Knowledge</b>				
Understanding of post-16 education an advantage		x		
<b>Experience</b>				
Experience of working with young people in a supportive or teaching role	x	x	x	
Experience of helping others to develop skills, ideally in numeracy or literacy	x	x	x	
Experience of providing basic skills support / dyslexia support	x	x	x	
Experience of supporting young people with ASD	x	x	x	
Experience of working as a member of a team		x		
<b>Technical Skills / Abilities</b>				
The equivalent of at least level 2 qualification in English and Maths in order to support numeracy and literacy	x			
<b>Personal Attributes</b>				
Committed to excellence, equal opportunities, continuous improvement, customer focus, team working and self / staff development		x		
Flexible and approachable, enthusiastic and self motivated		x		