**HEREFORDSHIRE, LUDLOW AND NORTH SHROPSHIRE COLLEGE**

**Job Description**

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| **POST TITLE**: | Student Support Coordinator - SSC |
| **RESPONSIBLE TO**: | Head of Student Support & SEND |
| **RESPONSIBLE FOR:** | Caseload of students with Education, Health and Care Plans (EHCPs).  Caseload of Student Support Assistants (up to a maximum of 15 FTE). |
| **JOB PURPOSE:** | Offering one-to-one or small group support to students with Education, Health and Care Plans (EHCPs) for up to 20 hours per week and coordinating a caseload of Student Support Assistants (up to a maximum of 15 FTE). |

## MAIN DUTIES AND RESPONSIBILITIES

A flexible approach is required for the job, as the duties may be changed within the scope of the post.

Services for students

* To offer one-to-one or small group support to students and help in the classroom as and when required.
* To work in partnership with tutors, instructors and other staff, to address the needs of students who require assistance in overcoming barriers to learning in order to achieve their full potential.
* To support students so they can access the delivery of learning programmes and activities in the classroom/workshop or off-site learning situations.
* To meet the social and personal support needs of individual students, in the classroom and out of class situations.
* To prompt students to access and take medication, in accordance with procedures outlined in individual risk assessments.
* To vary the nature and degree of support according to the subject area, level of cover, student maturity and other additional support needs to promote independent learning.
* To liaise with appropriate additional support, tutors and instructors to promote the inclusion of students with learning difficulties and disabilities.
* To liaise with students, families and external agencies as required, and as directed by their line manager.
* To maintain the equipment and resources provided for EHCP students, as directed by their line manager.
* To support the exams department in carrying out between 10 and 20 hours of invigilation per academic year.
* To ensure high-quality termly student reviews are completed for students in your caseload and those student support assistants that you are responsible for.

Monitoring and oversight

* To complete routine administrative tasks associated with the above duties, for example, weekly support logs and termly reviews.
* To contribute to the assessment and review of students' progress and achievement and attend meetings as appropriate.
* To liaise with students, families and external agencies as directed by their Line Manager.
* To provide effective line management to your caseload of student support assistants so they can provide an outstanding level of support to students.
* Oversee the induction and mentoring of new student support assistants.

Quality assurance

* SSC’s will be observed via learning walks throughout the academic year under the college’s teaching and learning observation cycle demonstrating good practice.
* To undertake SSA learning walks with support in line with the college’s teaching and learning observation cycle.
* SSC’s will be expected to attend and participate in role specific continuous professional development for example, updates on neurodiversity and good practice, observation training, safeguarding training.
* To adhere to quality monitoring procedures to ensure the effectiveness of SSA support, for example, through learning walks and checking of learning support documentation.
* To support with professional development activities to improve the quality of provision.

Transition

* To assist with the entry/enrolment and induction of students with learning difficulties and disabilities onto college programmes and the assessment of student support needs.
* To support the transition of students with EHCPs into the College and course environments.
* To attend EHCP applicant taster days, open events and transition days as requested by their line manager.

Staff Development, Safeguarding, Health and Safety and Equality and Diversity

* To attend and actively participate in college staff development events.
* To attend student support meetings on a regular basis.
* To participate in the College’s appraisal scheme and any training deemed appropriate for the post.
* To be prepared to undertake training in first aid with a view to becoming a college first aider.
* To adhere to college policies, including health and safety, safeguarding, Prevent and equality and diversity and to manage staff within the department to do the same.
* To observe and comply with the College’s Safeguarding Policy and with Keeping Children Safe in Education.
* To undertake other additional duties, consistent with the role as may be deemed appropriate by the Head of Student Support & SEND.

**PERSON SPECIFICATION**

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|  | Essential | Desirable |
| Education, qualifications  and training | * Relevant learning support qualification at Level 3 or above. For example, Level 3 Supported Teaching and Learning, Advanced Practitioner in Schools, Level 4 Higher Teaching Assistant, Foundation Degree in Learning Support. * GCSE grade 4 or equivalent in Maths and English. * Level 2 qualification in ICT or proven IT skills. | * Evidence of ongoing professional development within SEND. * Level 3 or above management qualification * Recognised safeguarding training. |
| Experience | * Have knowledge/experience of learning difficulties and disabilities. * Experience in providing learning support. * Proven written communication skills. * Experience of mentoring and supporting staff. * Experience of sharing good practice and supporting change. * Good track record of supporting the academic success of young people. | * Experience in dealing with 16-18-year-olds. * Working within FE sector. * Experience of managing people. * Experience of monitoring the quality-of-service delivery. |
| Skills and abilities | * Be a good communicator (clear and precise) * Good punctuality * Use initiative and be resourceful in changing situations * Professionalism and ability to establish rapport with a wide range and variety of people. * Student-centred approach. * Ability to manage workload and complete tasks in a timely manner. | * Knowledge of first aid and emergency procedures |
| Motivation and personality | * Have a positive view of learning difficulties and disabilities and inclusive learning * Confidence in working with young people. * Sensitivity and awareness of people’s needs. * Resilience, patience and tolerance. | * Highly student focused. * Sense of humour. |