

HEREFORDSHIRE, LUDLOW AND NORTH SHROPSHIRE COLLEGE

Job Description

- 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 Learning 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 Learning 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

	Essential	Desirable
Education, qualifications and training	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Evidence of ongoing professional development within SEND. • Level 3 or above management qualification • Recognised safeguarding training.
Experience	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Knowledge of first aid and emergency procedures

	<ul style="list-style-type: none"> • Ability to manage workload and complete tasks in a timely manner. 	
Motivation and personality	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Highly student focused. • Sense of humour.