

## Job Description

<b>Post Title:</b>	Study Plus Co-Ordinator
<b>Responsible to:</b>	Head of Study Plus
<b>Responsible for:</b>	Study Plus Practitioners and Academic Skills Practitioner
<b>Salary:</b>	
<b>Hours:</b>	Full-time 35 hours

### Job Purpose

- Responsible to the Head of Study Plus for the day to day supervision and deployment of the Study Plus Practitioners.
- Under the direction of the Head of Study Plus ensures that support provided by Study Plus Practitioners is deployed efficiently and effectively in line with college policy, learning agreements / Education Health and Care Plan (EHCP)/ Statements of special educational needs and the funding requirements.

### Key Responsibilities

Line manage the Study Plus Practitioners (SPPs) and allocate work to SPPs to ensure that they are fully deployed at all times.

Ensure the SPPs are appropriately inducted, trained and consistently work to a high standard of learning support in both a classroom and an individual setting.

Develop customer service skills in SPPs and ensure coverage in key areas of specialist knowledge (maths, English, foundation learning and LDD).

Ensure a flexible and responsive service to provide SPP learning support whilst obtaining operational efficiency.

Ensure SPPs complete all relevant college and student records as directed.

Deliver learning support services' from SPPs to agreed targets, to budget and within allocated resources.

Manage links and build effective working relationships within the College with regard to the provision of SPP support in academic areas.

Respond to any complaints or enquiries from students or academic managers.

Develop and maintain accurate and timely records in accordance with the college procedures and learning support funding requirements.

Work with the wider academic support team to develop college themes and associated activities and marketing materials.

Manage transition for learners with SEN into the college including open events, parent evenings, arranging group and individual 1:1 visits and inductions,

Facilitate EHCP annual reviews including arranging the necessary paperwork, ensuring all parties are invited to attend or provide reports,

Facilitate external services present within the college and actively recruit further relevant services.

Manage academic course that sit within the Study Plus department such as personalised programmes, including liaising with other academic teams to ensure implemented correctly.

Deliver training across the college as agreed with the Head of Teaching, Learning and Assessment.

Work as a deputy safeguarding lead as well as supporting the wider team to address concerns regarding learners with SEN.

### **General**

The post holder will undertake assigned responsibilities effectively and efficiently, and within regulatory and legislative requirements; achieve individual and corporate targets within the College's annual planning and staff performance review processes and budgetary constraints in order to create and maintain high performance of students and the College and:

- Actively promote the values of the College: student focus, responsibility, integrity, collaboration and respect
- Actively promote equality and diversity, recognising and actively challenging stereotyping, prejudice and discrimination, ensuring that these principles permeate all working practices, creating an inclusive learning environment and workplace for students and staff respectively.
- Ensure effective quality control and continuous improvement in all aspects of this post, in keeping with the College's existing and developing quality assurance systems.
- Be committed to professional development, through participation in the College continuing professional development programme which includes commercial upskilling, staff learning days and training events appropriate to the job role.
- Develop effective relationships with internal and external stakeholders and partners as appropriate to the role
- Comply with and promote College Safeguarding, Data Protection and Health and Safety policies and procedures and to undertake recommended training as and when necessary.
- Identify and manage risk effectively.
- Undertake such other duties as required, commensurate with the grade of the post, as may be reasonably required at the initial place of work or at other locations in the College.
- Support cross college events such as Open Evenings and Enrolment sessions when required

- Adhere to and ensure compliance with all College Procedures and as detailed in the Staff Handbook
- At all times seek to serve the best interests of the College
- To provide cover for colleagues during periods of holiday or sickness absence

NB: This job description outlines a range of main duties. It is not exhaustive and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

**June 2015**

## **Person Specification**

### **Experience**

Successful and proven track record of providing learning support in an educational setting

Identifiable personal achievements in the learning support and specific learning difficulties field

Successful experience of using and implementing quality and data systems

### **Qualifications**

Educated to degree level / Qualified Teacher Status (Desirable)

Educated to GCSE/ level 2 or equivalent with grades A\*-C in English and Mathematics (or to achieve BKSB equivalent)

A recognised learning support qualification (Desirable)

### **Skills**

Good working knowledge of good practice and relevant legislation such as the Equality Act 2010, Children and Families Act 2014 and SEND Code of Practice 2014

Good working knowledge from a specific learning difficulties and disabilities background

High level of computer literacy

Good organisational and planning skills

Able to work under pressure, with a high degree of accuracy and to strict deadlines

Able to establish and maintain good working relations with externals (eg Local Authority, Schools) colleagues and students

Evidence of commitment to the safeguarding and promotion of the welfare of children and vulnerable adults

Evidence of commitment to Equality objectives

**April 2019**