

Westminster Kingsway College

Job Description and Person Specification

Post:	Student Support Coordinator
Hours:	21 hours per week, Term Time Only
Reporting to:	High-Cost Learner Support Manager
Responsible for:	Learning Support Assistants and students with support needs.
Hourly Rate:	£31, 519 per annum (Pro rata for 21 hours per week term time only)

Key Purpose

As a coordinator within the support team, you will be responsible for a case load of EHCP students and ensure that their needs are met in accordance to their EHCP. You will be responsible to mentor the LSA's that work with your student caseload and ensure that high quality support is delivered.

You will need to fully understand your student's needs and liaise with all that are involved in the student's care and education and ensure that the EHCP students under your remit progress while they attend WKC. The people you will liaise with will include teachers, tutors, parents, social workers, and the local authorities.

You will also ensure that LSA's encourage, facilitate, and monitor the development the student's English and Maths skills both inside and outside the classroom.

You will need to track and complete any administrative work such as high-cost forms and annual review documentation and monitor and track tasks that LSA's need to complete such as ILP targets, support records, annual review feedback forms etc., all within the allocated deadlines.

You will be the point of contact for the local authorities for your student caseload. You will report back to the department manager on a regular basis and ensure that a good work ethic and code of conduct is maintained within the team.

Main Duties and Responsibilities

- Coordinate a range of support by mentoring and monitoring the support delivered by the LSA's. Do this by ensuring that LSA's and students are given the tools they require for students to progress academically, physically, emotionally, and socially on their courses by ensuring you fully understand the students' needs and tailor the support for each student. You are to encourage the use of assistive equipment or software, and ensure that those working with the students, adjust teaching and offer provisions for EHCP students, such as by offering students a scribe, SLT, personal care, physical assistance, prompting, proof-reading, making relevant referrals to other services or departments etc.
- Professionally liaise with the line managers, teachers, other departments, local authorities, and anyone involved in the care and education of the student, regarding any student concerns.
- Assist LSA's to work with the teachers to prepare resources and differentiated materials to support individual needs and support preparations for assessment and examinations.
- Help co-ordinate and invigilate students with Exam Access Arrangements, ensuring that the necessary paperwork has been completed.
- Assist the learner in making his or her voice heard and express opinions through engagement with Learner Voice activities.
- Provide support to promote independence and inclusion to the social aspects of college.
- Track and complete any administrative work and monitor/track tasks that LSA's need to complete such as ILP targets, SWIFT notes, feedback forms for annual reviews, completion of high-cost forms, annual review documentation etc.
- Ensure that annual reviews are complete within the given deadline and in line with the statutory and local authority guidelines.
- Carry out EHCP consultations in line with the statutory guideline.
- Tackle any student or staff concerns promptly by organising meetings to manage the concerns at hand.

- Other record-keeping and administration as may be necessary.
- Timetable LSA's correctly.
- Support the department manager to ensure that a good work ethic and code of conduct is maintained within the team, by monitoring time keeping and attendance, speaking to any staff members about poor work performance or any concerns, and to monitor, support and mentor LSA's accordingly.
- Interview LSA candidates when needed.
- Ensure that personal care arrangements and PEEPs are in place for identified learners.
- Ensure that all safeguarding and equality and diversity policies and procedures are adhered to within the college.

Expectations of the Post Holder

- To demonstrate model behaviours that always, are consistent with an open, inclusive, and participative style.
- To be proactive in identifying and pursuing opportunities that are appropriate to maintaining his/her professional development, and actively participate in the Group's appraisal scheme.
- To always carry out his/her duties with due regard to the Group's policies, including Safeguarding, Health & Safety, Equal Opportunities, and Data Protection, and participate in training as and when required.
- To work flexibly and to undertake such other duties that may reasonably be allocated by the line manager.

Special Conditions

1. The nature of this post means that the post holder may need to travel from time to time to other College centres and external venues.

2. The post holder will be contracted to work for a defined number of hours per week but it is a requirement of this post that the holder will flex these hours to reasonably meet the needs of the service, which may include working occasional evening and weekends.
3. This post falls within the scope of the regulations requiring a Disclosure & Barring Service (DBS check).

N.B. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder to reflect changes in the job or the organisation.

Person Specification

	Criteria	Essential	Desirable
Knowledge / Experience	<ul style="list-style-type: none"> • Have excellent SEND knowledge. • Good knowledge and at least 2 years of experience of supporting students with special educational needs. • Knowledge and understanding of the code of practice for learners with additional needs. • Have knowledge and experience of working with young people with autism, including using strategies to help them achieve to the best of their abilities. • Understand the reasons for an Equal Opportunities Policy and how it affects the immediate working environment and relationships with clients. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Desirable</p>

	<ul style="list-style-type: none"> • An awareness of safeguarding and how it relates to the work of this post in a further education College. 	Essential	
<p>Skills / Abilities</p>	<ul style="list-style-type: none"> • Be able to work closely in conjunction with other services and agencies to identify positive solutions and outcomes for children & young people with special educational needs. • Experience in handling complex information and data and presenting this to a varied audience in an effective and appropriate manner. • Relevant experience in team leadership/management within the FE, public, or voluntary sectors, including performance management, training, and development. • Excellent administrative and IT skills, including knowledge of Microsoft Office, Excel, PowerPoint, and other software. • Good organisational skills and high attention to detail. • The ability to plan and monitor one's own workload, to ensure that all deadlines are met. • The ability to work effectively as a team member. • Have great interpersonal, written, and oral communication skills. • The ability to maintain records and produce relevant documentation as required. • The ability to supervise and deploy staff as appropriate. • Have a proactive, flexible, and solution-focused approach to meeting the needs of students with special educational needs 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	

	<p>and disabilities, and to meet all deadlines and operational demands.</p> <ul style="list-style-type: none">• Be confident to make own decision whilst consulting manager in the process.• Work well under pressure.	<p>Essential</p> <p>Essential</p> <p>Essential</p>	
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