

Job Description

Progress Co-ordinator

Inclusive Learning

The Role

The post holder will be required to develop and manage the delivery of a high quality, cost effective support service to learners with physical disabilities, medical conditions, sensory impairments, mental health issues, learning difficulties and other inclusive needs to meet the College's Strategic and Operational objectives.

Responsible to: Inclusive Learning Manager

Main Purpose and Responsibilities

- Lead on the development and delivery of the inclusive service to learners with physical disabilities, medical conditions, mental health issues, sensory impairments, learning difficulties and other support needs to provide a rich and stretching learning experience for learners and initiate improvements in learner recruitment, retention, achievement and progression.
- Lead, manage and review current provision to ensure that any future intervention meets the needs of the learners and is consistent with College objectives
- Act as the nominated person for referrals from professionals working with the young person and assess the individual's needs, including risk assessments of those with physical disabilities, medical conditions, mental health issues, sensory impairments and other inclusive needs, and disseminate information as appropriate.
- Take responsibility for the effective and efficient management of teams and resources allocated to the service.
- Act as a Lead for an agreed case load of learners including assessing support needs, requesting high needs support funding, co-ordinating support packages that meet EHCP outcomes and chairing EHCP annual reviews
- Manage a team of learning coaches, to ensure learners receive a high quality service, thus enabling them to access the college curriculum, facilities and services and improve achievement rates
- Work with the curriculum to ensure learners make good progress, both on their course and towards their EHCP outcomes.
- Continually update and improve professional knowledge, understanding and skills.
- Develop links with relevant national and local external agencies such as CMHTs, social services and voluntary sector organisations to develop and promote the service and where relevant to access funding.
- Lead on providing staff development to meet the current demands of the service

- Develop and maintain accurate and timely records in accordance with the college quality standards, support funding requirements, self-assessment, inspections, lesson observations and skills audit in order to ensure a consistent high quality service for learners.
- Ensure the collection, accurate input and analysis of learning support data, undertaking rigorous activity to ensure it is properly reflected on the college's support data base.
- Be a member of the Safeguarding Team, in order to support the high number of disclosures and cause for concerns in this area.

General Duties of the Post

The post holder will assist with or undertake the following:

- To keep up-to-date with QA initiatives and to develop and meet service standards for the Group/School/Department.
- To participate in the Professional Development Programme and undertake training as required including all relevant areas of technology.
- To propose any ideas which may help to promote and extend the Group's reputation and efficient running of the Group.
- To work safely, consider the safety of others and work within the guidelines stated in the Group Health and Safety Policy
- To be available to assist in enrolment and other procedures which may require occasional evening and weekend work.
- Undertake other duties as may be required by the Group Leadership Team or their representatives, in order to ensure the efficient functioning of the Group.

As a list of general duties, the above is not exhaustive. The work of the Group as a whole is expected to develop and the holder of the post will be required to work flexibly with colleagues to facilitate this development.

Additional Information

This Job Description / Specification is subject to periodic review.

Salary scale: SO1/SO2 - £29,386 to £33,746 per annum (inclusive of London Weighting)

Primary Location: Various. You may be required to travel to or work from any of the South Thames Colleges Group sites.

Person Specification Progress Co-ordinator

Person Specification, Experience and Qualifications

		Essential	Desirable
1.	A successful and proven track record in managing support provision in a post 16 educational setting for learners with mental health issues, physical disabilities, medical conditions, sensory impairments, learning difficulties and other support needs to enhance achievement rates	✓	
2.	Identifiable personal achievements in learning support and the disability field	✓	
3.	A successful and proven track record in delivering staff development training	✓	
4.	A successful and proven track record of coordinating and supervising a team	✓	
5.	Experience of implementing and developing quality systems	✓	
6.	Relevant qualifications at Level 3 or above e.g. Social Work Diploma, Advice and Guidance.		✓
7.	Educated to GCSE/ level 2 or equivalent with grades A*-C in English and Mathematics (or to achieve BKS equivalent within six weeks of appointment)	✓	
8.	Ability to carry out and record assessments including risk assessments of learners with physical disabilities, medical conditions, mental health issues, sensory impairments and other support needs	✓	
9.	Ability to act as key person for learners including chairing EHCP Annual Reviews and contributing to Needs Assessments	✓	
10.	Good working knowledge of the SEND Reforms, equality & safeguarding legislation and its implications for the Learning Support Service	✓	
11.	Good working knowledge of how to support learners with physical disabilities, medical conditions, sensory impairments, mental health issues and other support needs effectively in an educational context	✓	
12.	Good working knowledge of the support funding including high needs support and how to use resources effectively	✓	
13.	High level of computer literacy	✓	
14.	Able to work under pressure with a high level of accuracy and to strict deadlines	✓	
15.	Able to use initiative, organise and prioritise	✓	
16.	Able to identify and implement improvements in existing systems	✓	
17.	Able to communicate effectively at all levels	✓	
18.	Able to produce and present reports to a variety of audiences	✓	
19.	Commitment to establishing and maintaining good working relations with colleagues and students	✓	
20.	Evidence of commitment to the safeguarding and promotion of the welfare of children and vulnerable adults	✓	
21.	Commitment to the provision of a quality service and the implementation of quality improvements	✓	
22.	Able to work flexibly throughout the week/over the year by prior agreement	✓	
23.	Commitment to valuing diversity	✓	