HARROGATE COLLEGE | Keighley College | LEEDS CITY COLLEGE | LEEDS CONSERVATOIRE | Leeds Sixth Form College | Pudsey Sixth Form College | University Centre Leeds

luminate EDUCATION GROUP

Job Description

Group Member:		Leeds City College	
Job Title:		**Student Support Co-ordinator**	
Reports to:			
Job Grade	C	**Department**	Visual Arts

SPECIFIC ROLE RESPONSIBILITIES:

1. You will work with the Academic staff across Visual Arts to identify learners who need additional non-academic support.
2. You will provide pastoral support to learners ensuring they are able to progress into a positive destination.
3. You will act as the department's emergency responder having undertaken first aid and mental health first aid training, this may also include training to administer medication. You will also complete the training to become a designated safeguarding officer.

CORE RESPONSIBILITIES:

1. Work with curriculum and coaching tutor teams to support student success and retention by providing expertise and support in promoting wellbeing and protecting students from harm.
2. Provide casework support for crisis and acute safeguarding referrals
3. To be responsible for the support provided to students who have learning needs (including EHCP learners), acting as the main point of contact for these students while they are enrolled within the School.
4. To be responsible for the identification, tracking and monitoring of additional learning support claims.
5. Maintain up to date knowledge and training around safeguarding, vulnerability and additional learning needs.
6. Monitor and provide support for vulnerable and at risk students providing expertise and information as required.
7. Recording and reporting of safeguarding referrals within the school, using appropriate client record and MIS systems, ensuring processes are followed.
8. Work with curriculum teams, and learning support teams to put in place support plans to ensure EHCP outcomes are achieved.
9. Maintain accurate, precise and timely records of support provided for students who have additional learning needs.
10. Act as a point of contact for external agencies and attend external meetings as required.
11. Provide effective transition arrangements for vulnerable students.
12. Participate in regular supervision as a part of case management and review processes
13. Any other duties that are specific to the department
14. Assistance in the preparation, support and participation of examinations and invigilation across the Group

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody our Organisational Culture:

Few rules & clear boundaries
The ability to be creative, within areas of focus.

Ownership & performance
Using our robust business planning model to allow areas to have clear ownership over their vision and remit.

Energy & enjoyment
Fostering an environment that enables our people and learners to be brave, interact and have fun.

Creative & reflective
Always hungry to learn and looking ahead to see what is on the horizon.

Passion & ambition
Encouraging all to think aspirationally, inspiring others to do the same.

Collaborative & responsive
Proactively seeking opportunities to create synergies and positive outcomes for all.

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Person Specification

Job Title:	Student Support Co-ordinator

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation, C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	**Criteria**	**Method of assessment**
E	Q1. Level 2 Safeguarding qualification or willingness to achieve within one year of appointment.	A
E	Q2. English and Maths at Level 2	A
E	Q3. Substantial relevant experience of supporting students who have support needs.	A
D	Q4. Degree or equivalent higher-level qualification in a relevant subject.	A
Experience and Knowledge		
Essential (E) Desirable (D)	**Criteria**	**Method of assessment**
E	EK1. Experience of working with vulnerable groups in an educational setting	A / I
E	EK2. Experience of working with a range of partners and referring into their services.	A / I
E	EK3. Experience of supporting curriculum teams.	A / I
E	EK4. Up to date knowledge and experience of a range of safeguarding issues and learning support needs.	A/I/T/P

D	EK5. Ability to work on a flexible basis, including evening and occasional weekend work during term-time.	A/I
E	EK6. Knowledge of learning difficultly /disability issues which can be barriers to learning or progression and experience of supporting students to overcome these.	A / I
Skills and Competencies		
Essential (E) Desirable (D)	**Criteria**	**Method of assessment**
E	SC1. Use of restorative practices and high level of emotional intelligence to establish and maintain positive and effective working relationships with and to advise and support others.	A / I /P
E	SC2. Able to be adaptable to the needs of staff and students	I /T/P
E	SC3. Able to stay calm and work under pressure	I/T/P
E	SC4. IT literate	A / I
E	SC5. Able to work well both as a member of a team and using own initiative.	I/T/P
E	SC6. Good organisational and administrative skills.	A / I
Behavioural, Values and Ethos		
Essential (E) Desirable (D)	**Criteria**	**Method of assessment**
E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I