

## Job Description

<b>Job Title:</b>	<b>Student Support Co-ordinator</b>
<b>Location:</b>	Leeds
<b>Salary:</b>	LC6
<b>Reports to:</b>	Deputy Head
<b>Staff responsibilities:</b>	None
<b>Working hours:</b>	37 hours
<b>Probation period:</b>	6 Months
<b>Special conditions of the post:</b>	
<b>Safeguarding:</b>	All posts are subject to an enhanced Disclosure and Barring Service check.
<b>Date of compilation:</b>	September 2018 (Revised format August 2020)

### CORE RESPONSIBILITIES:

*The main duties of the role*

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

#### **DEPARTMENTAL RESPONSIBILITIES:**

*Any other duties that are specific to the department*

#### **COLLEGE RESPONSIBILITIES:**

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 and to participate in review and development schemes.

Comply with college safeguarding procedures, including the promotion of the welfare of children and vulnerable adults studying at the college and commitment to the college child protection policy.

Comply with all college policies and procedures

Reflect on and maintain knowledge of educational/professional research to develop evidence-based practice

Act with honesty and integrity to maintain high standards of ethics and professional standards.

Manage and promote restorative practice approaches and the strengthening of relationships.

Comply with all legislative and regulatory requirements.

Promote a positive image of the college.

Embody the college values: Collaborative; Inspiring; Passionate; Aspirational; Celebrate Individuality; Respectful

Any other duties commensurate with the level of the post, which may be required from time to time.

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Compiled By:	Leeds City College
Compilation Date:	September 2018 (Revised format August 2020)

## Person Specification

<b>Job Title:</b>	Student Support Co-ordinator
<b>Department</b>	

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
D	Q1. Degree or equivalent higher-level qualification in a relevant subject.	A
E	Q2. Level 2 Safeguarding qualification or willingness to achieve within one year of appointment.	A
E	Q3. English and Maths at Level 2	A
E	Q4. Substantial relevant experience of supporting students who have support needs.	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 difficulty /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	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