

# KEPIER



## JOB DESCRIPTION

**Name:**

**Job Title:** Learner Support Base Coordinator

**Salary Scale:** NJC

**Point Range:** 12-15 £21,589 - £22,911 Full Time Equivalent (pro rata £18,243 to £19,360)

**Permanent Contract starting on:** February 2020

**Contractual hours:** 37 per week

**Weeks per year:** Term Time + 5 Days

**Hours to be worked:** 8am - 4pm (Monday - Thursday), 8am - 3.30pm (Friday)

**Lunch break:** Half an hour (Must be flexible to meet the needs of the School)

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### Purpose of Job:

- To be responsible for the management of; Learner Support Base, including internal exclusion facility alternative education providers.
- Encouraging learners' engagement with education by supporting behaviour for learning.
- To work with learners in managing their behaviour and improving their skills for learning to enable them to access education and achieve their full potential.

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### Principal Duties:

- To promote and safeguard the welfare of the children and young people that you are responsible for, or come into contact with.
- Liaise with parents to improve learners' behaviour, self-esteem, achievement, attainment and aspirations.
- To promote the inclusion and acceptance of all learners.
- Organise re-integration programmes to mainstream classrooms.
- To display the ability to manage the most challenging and disengaged learners.
- Contribute to Academy targets for reducing referrals and exclusions.
- To act as an integral part of the pastoral system within the Academy.
- To assess the needs of learners and use detailed knowledge and specialist skills to support and develop their behaviour for learning.
- To initiate activities within the facilities which ensure learners have a sound understanding of their actions and the consequences of their actions.
- To provide information and advice to enable learners to make choices about their own learning and behaviour.

- To actively seek information regarding, and utilise, the range of activities, courses, organisations and individuals to provide support for learners to broaden and enrich their learning.
- To deliver recognised qualifications to learners in both Key Stage 3 and Key Stage 4 e.g. ASDAN.
- Liaise closely with teaching staff in order to provide appropriate curriculum packages for learners ensuring, as far as possible, that learners keep pace with their peers.
- To assist with the supervision of learners including before and after the Academy day and at break and lunchtimes.
- To work with colleagues to establish an appropriate learning environment across all Alternative Provision facilities.
- To maintain concise records of all interventions provided to individual and groups of students.
- To determine the need for, prepare and use specialist equipment, plans and resources to support students.
- To generate and interpret behaviour analysis and to present other reports, for example, improvement plan and evaluation documents, as required by the Academy.
- To promote and safeguard the welfare of the children and young people that you are responsible for or come into contact with.
- To facilitate home tuition as required.
- To undertake First Aid Training (First Aid at Work) and carry out that role, if required.
- To undertake Fire Warden training and carry out that role, if required.
- To undertake supervisory duties as and when required.
- Any other reasonable duties as requested by the Line Manager, Principal or member of the Senior Leadership Team that is not specified in this job description.

**Responsible to:** Senior Leader, Assistant Principal and Principal

- Whilst every effort has been made to explain the main duties of the post, each individual task undertaken by the post holder may not be identified.
- The job description is current at the date of issue, but following consultation, may be changed by Management to reflect changes in the job which are commensurate with the salary and job title.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous and supportive to colleagues and provide a welcoming environment to visitors and telephone callers.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

## Safeguarding

- Employees should be aware that the school will take any reasonable action to ensure the safety of its learners.
- In cases where the school has reason to be concerned that a child may be subject to significant harm, ill-treatment, neglect or other forms of abuse, staff have no alternative but to follow SSCB (Sunderland Safeguarding Children Procedures) Child Protection Procedures and inform Children's Services Social Care of their concern.

The post holder must comply with Health & Safety rules and regulations and with Health & Safety Legislation.

The post holder must carry out his or her duties with full regard to the School's Equal Opportunities Policy.

Kepier operates a **no smoking policy** in its building and grounds.

**Signed (Employee)**..... **Date**.....

**Signed (Principal)**..... **Date**.....