

Learning Support Coordinator (SEND and Inclusion) – Job Description



Reporting to the Deputy Head of SEND and Inclusion

Salary	SFCA Support 12 - 14
Working pattern	37 hours per week, term time only
Location	1 x Prior Pursglove College and 1 x Stockton Sixth Form College

As a member of the SEND and Inclusion Team, you will play a key role in ensuring that high-quality, learner-centred support is effectively planned, coordinated, and delivered across the college. You will lead and coordinate Learning Support staff, ensuring that support provision meets the diverse needs of learners and enables them to achieve their full potential.

Working collaboratively with curriculum teams, support staff, learners, and other stakeholders, you will oversee the deployment of support resources, monitor the quality and impact of learning support, and promote effective communication and inclusive practice across the college.

Responsibilities and duties:

- To coordinate the learning support timetables to ensure an effective level of support is provided at all times to both high needs and low support level learners.
- To lead staff within the SEND and Inclusion Learning Support team in order to maintain high standards and achieve high performance.
- To develop and model effective communication between curriculum and support staff including planning of learning for students and sharing support plans with the curriculum team.
- Lead the quality assurance of the learning support team by monitoring, evaluating, and reporting on the effectiveness of support provision. Use learner outcomes, feedback, and performance data to drive continuous improvement, implementing corrective actions where required and ensuring learner support plans are regularly reviewed and updated to meet individual needs.
- To undertake support learning walks within college as part of the teaching and learning observation process and provide constructive developmental feedback to support staff development.
- To take responsibility for the leadership of the learning support staff and to develop and monitor the quality of support provided to students across college.
- To work collaboratively with the college curriculum teams to share good practice and develop an innovative approach to support for learning.
- To facilitate communication between curriculum staff and learning support staff, which will provide an effective package of support for students.
- To provide support to allocated students in the classroom or as intensive 1:1 or small group work.
- To cover absences of Learning Support Assistants under the direction of the class teacher.
- To provide short term cover in the absence of teaching staff, ensuring that pre-prepared work is completed and student behaviour is managed.
- To work flexibly and carry out additional roles within the college as may be agreed from time to time.

This job description sets out the main responsibilities for the postholder but is not intended to be an exhaustive list. Specific duties may change from time to time without changing the general nature of the post, and the postholder is expected to be flexible in the range of responsibilities they undertake commensurate with the responsibility and salary.

Essential

- Certificate in supporting teaching and learning
- Higher Level Teaching Assistant qualification or similar
- Level 2 Literacy or GCSE equivalent
- Level 2 Numeracy or GCSE equivalent
- Evidence of continuous professional development and a willingness to undertake appropriate CPD
- Understanding of the Educational Health Care Plan (EHCP) process
- Successful experience of providing support to individuals with special educational needs and/or learning difficulties/disabilities
- Excellent communication skills, with a collaborative approach to support
- Ability to promote a personalised learning approach for the support of teaching, learning and assessment
- Ability to monitor the quality of provision through the analysis and interpretation of data
- Must be able to work at a fast pace and meet deadlines
- The ability to lead staff and resources effectively
- Motivational, positive and enthusiastic approach
- Motivation to work with young people and vulnerable adults
- Ability to form and maintain appropriate relationships and professional boundaries with children, young people and vulnerable adults

Desirable

- Initial teaching qualification
- Record of successful team leadership
- IT qualification
- Experience of supervising, mentoring or line-managing support staff.
- Experience within a further education or sixth-form college environment.
- Experience of supporting learners with a range of needs, including autism, ADHD, specific learning difficulties and social, emotional and mental health needs.
- Experience of quality assurance, observation of practice or service improvement.
- Level 3 or higher qualification in SEND, education or a related field.
- Experience of coordinating, allocating and timetabling learning support staff to ensure effective support for learners and efficient use of resources.