

Additional Learning Support Co-ordinator (Term Time Only)

School:	John Ruskin College	Posted:	18th September 2019
Location:	South Croydon, Greater London	Expires:	15th October 2019 12:00 AM
Contract Term:	Fixed term contract	Start Date:	As soon as possible
Salary:	£25,828	Job ID:	1066367
Hours:	Term Time		



John Ruskin College

Outstanding Facilities – Outstanding Opportunities

The Orbital South Colleges Group, which consists of East Surrey College (Redhill) and John Ruskin College (Croydon), is committed to achieving excellence for all our students. Inspirational teaching and the dedication of all our staff supports the continuing growth of our student success.

We are looking to recruit an Additional Learning Support Co-ordinator, the purpose of this role is to assist the Learning Services Manager with the coordination of outstanding Additional Learning Support across College.

Key Accountabilities:

- To plan, prepare and deliver high quality learning support in a variety of contexts and through a range of delivery methods, i.e. one-to-one, small group teaching, study skills support, development of materials.
- To coordinate the work of the Learning Support Coaches team to ensure a high standard of support including devising the timetables of support.
- To arrange, coordinate and supervise the support delivered in the Hive
- To manage challenging student behaviour in the Hive, using effective behaviour management techniques to diffuse situations as required
- To assist in the interviewing of prospective learners on application and participate in the assessment of their support needs prior to their start, in collaboration with Learning Services Manager.
- To assist the LS Manager and staff team to ensure that all learners with support needs have appropriate support on programme including compiling the Access Arrangements documentation and its dissemination where appropriate.
- To work with the LS manager to ensure that accurate records are kept to evidence the claim for the relevant bodies.
- To advise curriculum staff on appropriate learning strategies and the use of resources to meet the needs of learners.
- Support the organisation of examinations in line with Joint Qualification Council (JQC) and awarding body requirements with regard to additional support required.
- To identify the appropriate assistive technology to meet the needs of learners and support them on their use.

First line support to students

Please note that this role involves first line support to students with a range of health and medical conditions, including physical disabilities, sensory disorders and behavioural difficulties. It is therefore a requirement for successful candidates to undertake the following tasks:

- To support learners and users in the event of emergency evacuation and to participate in the safe evacuation of learners with a personal evacuation plan (PEEP)
- Support the arrangement of learning spaces – including moving chairs, rolling tables and specialist furniture
- Support learners with physical difficulties (including wheelchair users) – e.g. by carrying bags, laptops, helping with equipment etc.
- To support students with administration of emergency medication where necessary (e.g. using epipens and emergency epilepsy medication)

This position will suit a highly motivated and dedicated individual with experience of supporting students in a college or school environment. Candidates must have excellent communication skills, will be qualified to at least level 2 in literacy and numeracy and will have a good level of IT skills.

Closing Date: 2 October 2019* (*Applications will however be shortlisted on a rolling basis and we reserve the right to interview and appoint before this closing date. We therefore encourage you to apply at the earliest opportunity to avoid disappointment)

Orbital South Colleges Group are committed to Equal Opportunities, encouraging applications from all sectors of the community to reflect our diverse student population. We are also committed to PREVENT and Safeguarding the welfare of children and vulnerable adults and expect all staff and volunteers to share this commitment. Both College Campus' are smoke-free zones.

As part of our pre-employment checks, successful candidates will be required to complete an enhanced DBS, references will be taken and evidence of all qualifications and awards will also be required before commencement of employment. Failure to do so may lead to offers being withdrawn.

Safeguarding Statement:

East Surrey College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from under represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

