**Job Description**

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| Job Title: | Learning Support Co-ordinator |
| Reporting to: | Quality Manager |
| Responsible for: | Learning Support Workers |
| Grade: |  |

**Purpose of role:**

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| To coordinate the learning support process across the company, ensuring that each learner has the support they require to succeed. This includes leading the Education, Health and Care Plan (EHCP) referral process and acting as the main point of contact with the local authority's Special Education Needs and Disabilities (SEND) team. The role is key in evaluating and improving support strategies, ensuring funding is secured, and working cross-functionally with curriculum and recruitment teams to implement and sustain effective support for learners. |

**Main Duties:**

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| * Ensure that learning support needs are identified, effectively implemented and reviewed across the company’s curriculum areas * Work collaboratively with the company’s recruitment and onboarding teams to identify learning support needs early and support the onboarding of learners with learning support needs * Act as lead contact on Education, Health and Care Plans (EHCPs), acting as the direct liaison with the local authority’s Special Educational Needs and Disabilities (SEND) team. * Coordinate and review EHCPs in partnership with the recruitment and onboarding teams to assess learner support needs at the point of enrolment * Work collaboratively with learners, tutors and learning support workers to identify and implement the most appropriate support strategies * Work with the curriculum team to ensure that agreed support strategies are embedded into learner programs and are reviewed regularly for effectiveness * Engage with the local authority to ensure that support requirements are appropriately funded and that EHCPs are updated in a timely manner * Ensure that learning support needs beyond EHCPs are identified, implemented, and reviewed across SS&L * Facilitate the review of EHCPs at the end of learning programmes, working in collaboration with the local authority * Maintain accurate records and evidence to support funding claims and ensure compliance with local authority and funding body requirements * Monitor and update learner support progress on the company’s MIS system, ensuring timely follow-up on missing information * Provide regular reports to the Quality Manager on all aspects of learning support, including EHCP-related activities * Support the recruitment, coordination, and training of Learning Support Workers (LSWs), ensuring alignment with learner support needs * Act as Safeguarding Officer, as part of the Safeguarding team * Assist the Examinations and Awarding Body Coordinator with implementing JCQ-compliant access arrangements for exams and coordinate annual training for this * Contribute to continuous improvement processes, learner success, and overall quality of service * Undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the company |

**Mandatory Duties:**

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| * Commitment to promoting Equal Opportunities * Commitment to the safeguarding and welfare of SS&L learners and staff |

**Person Specification:**

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| 1. Key Competencies | |
| * Strong understanding of the SEND Code of Practice and the EHCP process, including statutory requirements and funding implications * Ability to effectively liaise with local authority SEND teams, advocating for appropriate support and resources for learners * Experience in identifying and implementing tailored learning support strategies, particularly for learners with EHCPs * Excellent verbal and written communication skills, with the ability to present complex information clearly to a range of stakeholders * Strong organisational and coordination skills, particularly in managing support plans across multiple departments and stakeholders * Ability to lead interdepartmental collaboration, especially with recruitment and curriculum teams * Commitment to promoting equal opportunities and ensuring inclusive learning environments * A proactive and reflective approach to improving learner outcomes and experiences | |
| 2. Work Experience | |
| Essential | Desirable |
| * Experience working with learners with SEND, including those with EHCPs * Experience in an educational setting supporting individual learning needs * Experience working collaboratively across departments (e.g., curriculum, recruitment, support services) | * Experience coordinating or leading EHCP referral and review processes * Experience working with external agencies, including local authorities * Experience with DfE funded programmes and funding applications * Experience of working in a safeguarding role |
| 3. Qualifications & Skills | |
| Essential | Desirable |
| * Confident IT user, with experience in data management systems * Minimum Level 2 English and Maths * Excellent communication, interpersonal, and influencing skills | * PGCE/Certificate in Education * Evidence of CPD related to SEND and/or EHCP management * Knowledge of JCQ access arrangements |
| 4. Personal Qualities and Other | |
| Essential | Desirable |
| * Excellent organisational skills * Effective team player * Ability to demonstrate empathy, patience and positivity with learners * Ability to work with learners in groups and as individuals * Have your own car with business use included on your policy and be able to travel across Somerset | * Experience of implementing equal opportunities and anti-discriminatory practice * Knowledge of Somerset local authority SEND procedures |