

BISHOP CHALLONER CATHOLIC COLLEGE



JOB VACANCY

Learning Support Coordinator

Principal - Dr J Coughlan

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JOB ADVERT



Learning Support Coordinator (Permanent)

Grade 5- £34,788-£42,383 pro rata term time only, actual Salary £30,417-£37,319 (non-teacher)

**Applications welcome from candidates with Qualified Teacher Status
Required for Easter 2020 (or earlier if possible)**

NOR 1,224 including 237 in Sixth Form

An excellent opportunity has arisen to join a very successful and forward thinking SEND Department within a high performing school.

Applicants will have had experience of working with pupils with SEND and must be passionate, well organised, and hardworking, with high expectations. It is appreciated that some candidates may require specific training to meet the key responsibilities.

The post is suitable for teaching or non-teaching staff. Successful candidates will be given the opportunity to develop their knowledge and skills about SEND and exam access requirements. This is full time role but part-time working can be considered.

We provide a first class INSET programme at Bishop Challoner, which supports the professional development of staff at all stages in their careers.

Bishop Challoner is a very successful, heavily over-subscribed mixed 11-19 Catholic comprehensive school in the South of Birmingham. We were designated one of the first 100 Teaching Schools in the country and we are also a lead school for the Central Maths Hub, the Central Midland Science Learning Partnership, the Schools Sports Partnership and most recently, the Central Computing Hub. This is a measure of the high achievements of the school and its excellence in training and developing staff. This will allow exciting opportunities for any newly appointed members of staff.

Bishop Challoner is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It has policies and procedures to ensure that this occurs. The successful applicant will be required to undertake an enhanced DBS check.

For an application pack, or to arrange an informal tour of the school and the department you will be joining, please contact Lorraine Houldcroft, PA to Headteacher on 0121 444 4161 or visit our website www.bishopchalloner.org.uk/vacancies or click on APPLY NOW button on the TES website - please note all applications have to be on the CES application form.

Email applications to Lorraine Houldcroft: l.houldcroft@bishopchalloner.bham.sch.uk

Closing date for applications is: Friday 24th January 2020 at 10am

JOB DESCRIPTION



Post: Learning Support Coordinator
Reports to: Vice Principal/SENCO
Start Date: April 2020 or earlier if possible

The Role

- As a key member of the SEND department, to be able to assess the needs of students and provide advice to develop provision which promotes equality for all.

Key Responsibilities

- Develop an in depth knowledge of SEN and disabilities to inform practice
- As a member of the SEND team, provide outstanding teaching and resources to allow all our pupils to achieve the highest academic standards
- Use a range of assessment tools to identify needs and appropriate interventions
- Assess students and process online applications for exam access arrangements
- Write reports relating to individual students
- Maintain regular and productive communication with students, teachers, parents/carers and outside agencies
- Provide advice and training about SEND to a wide range of stakeholders
- Provide a nurturing environment that helps students to develop as learners
- Adhere to the school's behaviour management policy, ensuring the health and well-being of students is maintained at all times
- Adhere to health and safety requirements and conduct risk assessments as necessary

Wider responsibilities:

- Support the Catholic ethos of the school
- Support the school's values and ethos by implementing policies, practices and procedures
- Help create a vibrant school community, characterised by consistent, orderly behaviour and caring, respectful relationships
- Help develop a school and department culture and ethos that is committed to achievement
- To be active in issues of pupil welfare and support
- Covering lessons and providing other support and if required
- A willingness to contribute to the school's extra-curricular programme
- Attendance at parent consultation events, parents evenings and out of hours events as and when required

PERSON SPECIFICATION



Qualities and Attributes	Essential	Desirable	Evidenced By
Educated to degree level	✓		
Support the Catholic ethos if the school	✓		
An access arrangements assessor who has successfully completed a post-graduate course at or equivalent at Level 7, including at least 100 hours relating to individual specialist assessment		✓	
Knowledge and understanding of JCQ guidelines on access arrangements and reasonable adjustments		✓	
Knowledge and understanding of learning difficulties and disabilities and how these affect learners in the classroom	✓		
Understanding of how literacy, numeracy and ICT can be used to support learning	✓		
An understanding of how to personalise provision to meet the learning needs of students	✓		
Knowledge of the requirements of the SEN Code of Practice 2014	✓		
Understanding of the Equality Act 2010	✓		
Experience of working with students with special educational needs and disabilities	✓		
Clear and effective report writing	✓		
Ability to collect and maintain accurate records	✓		
Competency in using a range of information technology and software	✓		
Ability to communicate effectively with a wide range of stakeholders	✓		
Ability to motivate learners to achieve their full potential	✓		
Ability to identify appropriate resources to meet individual learner needs	✓		
Analyse reports and test data	✓		
Ability to deliver training and awareness sessions for teaching staff		✓	
Ability to manage own workload	✓		
Ability to ensure knowledge and skill levels are maintained and in line with new requirements	✓		
Ability to problem solve	✓		