

JOB DESCRIPTION

Supported Internship Non EHCP Co-ordinator

This Job Description sets out the organisational position, reporting lines, key accountabilities and relationships.

MAIN COLLEGE LOCATION: *East Surrey College*

POST OUTLINE:

The purpose of this role is to support the Head of Department in Co-ordinating and supervising a range of activities and staff in the Curriculum Area in their capacities as Lecturers, Personal Tutors, Course Leaders, Technicians and Learning Support Assistants. Responsible for ensuring the success of all students in the department.

Post Reports To: **Curriculum Manager SEND**

Key Outcomes:

A well-led Curriculum Area will have the following key outcomes:

- Achieve or exceed student enrolment targets for the Curriculum Area
- Achieve or exceed student retention and achievement targets
- Students achieve or exceed their target grades
- Ensure Student behaviour meet College standards

Key Accountabilities:

Quality

To assure quality in common with colleagues throughout the College and in particular within the Curriculum Area, to include:

- promoting the highest standards within all areas of the Curriculum Area's activities
- Taking part in the process of measurement, monitoring, review and reporting as required through the annual self-assessment cycle.
- Support the achievement of targets within the Quality Improvement Plan.
- Coordinate the promotion of Learner voice and ensure learner views are incorporated into the quality cycle.
- To assist the Head of Department with the timetabling of students as and when required

Curriculum

To Co-ordinate the Pilot programme for Non EHCP Learners in conjunction with Surrey Choices. support course teaching team in promoting for each student in the Curriculum Area the highest standards of curriculum delivery, to include:

- Design the educational component of the Supported Internship based in college.
 - Oversee qualification delivery and achievement and to support the registration, assessment and claiming of achievement.
 - Plan a series of online programmes learners can access throughout the duration of the course. Plan, and liaise with the Careers team to provide the careers element of the programme.
 - To plan learning programmes for groups of students, and to guide them through the learning process (target setting, action planning, review, progression).
 - To deliver learning, and plan and undertake assessment on an agreed range of programmes, using an appropriate range of learning methods and activities, including new technologies.
 - To prepare essential documents including assessment plans, schemes of work, lesson plans, teaching and learning materials, individual learning plans and assignments.
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- To act as a personal tutor.
- To promote the achievement of College learner attendance targets; following up non-attenders as directed by the Head of Department.
- To maintain accurate records of students' retention, achievement and attendance using e-registers, and providing reports on student progress as required, using electronic recording programmes (e-tracker)
- To participate in team meetings and contribute to planning, development and review of activities, including course review, self-assessment and other College Quality Improvement procedures.
- To undertake disciplinary investigations as directed by *Head of Department*
- To undertake data checks as directed by *Head of Department*.
- To provide an outstanding learning experience to students, maximising and showcasing the use of ILT.
- To act as Course/Subject Leader as required.
- To act as Internal Verifier as required.
- For learners requiring Additional Learning Support, to devise/update Individual Learning Plans, including (where appropriate) identifying learning activities to be carried out by a Learning Support Assistant; and to make arrangements with the LSA for continual monitoring of progress and up-dating of the Individual Learning Plans.
- To contribute to Open Evenings, parents' evenings and similar events as required.
- To contribute to the process of student recruitment and enrolment in conjunction with the Client Services Department, following completion of appropriate training in advice and guidance.
- To work co-operatively with staff and teams in other areas of the college in order to ensure an effective service to all learners.
- To promote Equality and Diversity and Safeguarding in teaching, learning and assessment
- Ensure safeguarding of all students
- To provide cover for colleagues during periods of holiday or sickness absence and arranging for students to receive suitable work and [if needed] supervision when a Lecturer is absent
- Ensuring that information is provided for parents and colleagues about the work in the subject area and the progress of students within it
- Ensuring that students on courses and in tutor groups within the Curriculum Area receive appropriate support and that referrals are made in accordance with College procedures.

Personal Tutoring

To support Tutors in the Department to carry out their duties to:

- Support, motivate, monitor and guide students
- Support achievement of student success
- Fulfill duties regarding recording and monitoring progress,
- Conduct and record regular progress reviews with students and record comments and actions
- Ensure that students receive relevant information, especially regarding policies, procedures and College-wide expectations
- Ensure that other relevant colleagues are made aware of any significant issues related to learners
- Liaise with other staff within the College to ensure that appropriate support is in place
- Liaise with parents / guardians

Health and Safety

- Coordinate and support the Head of Department with aspects of Health & Safety within the Department. Carry out and keep up to date risk assessments for the safe undertaking of all work related activities
 - To support members of the Curriculum Area in complying with College health and safety practices and procedures, as outlined in the *Health & Safety Policy and Procedures*, including specific risk assessments.
 - Comply with and promote College Health and Safety policies and procedures and to undertake mandatory Health and Safety training as and when necessary.
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Personal Competencies (Accountable at Level 1/2 – please refer to ESC Competency Framework):

Core Competencies

- Valuing Equality and Diversity
- Working with People; Team Working, Communication
- Results Focus; Drive to Achieve Excellence, Technical Skills & Professionalism
- Focus on Delivery; Organisational Awareness, Customer/Student Focus
- Self Motivation; Adaptability & Flexibility, Accountability

Management Competencies – Apply in addition to Core competencies for all Managers, Curriculum Leaders and Supervisors

- Performance Management
- Resource Management

Key Relationships:

The postholder will need to form effective and co-operative working relationships, in particular with:

- Head of Department
- Other lecturers
- Students/Employers/Parents/Carers
- Client Services/Student Support
- Potential students
- External verifiers
- Examinations Department
- MIS Department
- Functional Skills Coordinator
- Inspectors and awarding bodies

Expectations of the Post Holder:

The post holder will undertake assigned responsibilities effectively and efficiently, and within regulatory and legislative requirements; achieve individual and departmental targets within the College Group's annual planning and employees performance review processes and budgetary constraints and:

1. Actively promote equality and diversity, recognising and actively challenging stereotyping, prejudice and discrimination, ensuring that these principles permeate all working practices. All employees are required to undertake mandatory Equality & Diversity Training.
2. Adhere to and actively promote the College Group's Safeguarding policy and procedures, and undertake mandatory Safeguarding and Prevent Training.
3. Adhere to and actively promote the College Group's Prevent Agenda
4. Adhere to and actively promote the College Group's Data Protection policy and procedures, and undertake the mandatory Data Protection Training.
5. Ensure effective quality control and continuous improvement in all aspects of this post, in keeping with the College Group's existing and developing quality assurance systems.
6. Be committed to professional self-development, through participation in the College Group's continuing professional development programme which includes industry based work shadowing, attending seminars, College conference days and training events appropriate to the job role.
7. Comply with and promote College Group's Health and Safety policies and procedures and to undertake mandatory Health and Safety training as and when necessary.
8. Undertake such other duties as required, commensurate with the grade of the post, as may be reasonably required at either College, East Surrey College or John Ruskin College, or at other subsidiaries.
9. Support College Group events such as Open/Parents/Award Evenings and Enrolment sessions when required.
10. Adhere to all College Group procedures (as detailed in the Employee Handbook).
11. At all times seek to serve the best interests of the College Group.
12. To provide cover for colleagues during periods of holiday or sickness absence.

NB: This job description outlines a range of main duties. It is not exhaustive and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

PERSON SPECIFICATION

Supported Internship Non EHCP Co-ordinator

The following is a list of skills, experience and qualities that we might expect to find in the successful applicant for this post:

QUALIFICATIONS *(Highlights the qualifications expected of jobholder)*

Orbital South Colleges Group is committed to supporting all employees in obtaining Level 2 Maths and English, if this has not already been achieved.

Criterion	Essential	Desirable
Maths & English GCSE / Level 2 equivalent (achieved or willing to obtain)	✓	
Teaching qualification	✓	
Experience working with / teaching SEND learners	✓	
Teaching qualification	✓	
Assessor and internal verification qualifications (achieved or to be worked towards within an agreed timescale for completion)		✓
Equality & Diversity Level 2 (or willing to obtain)	✓	
Safeguarding Level 2 (or willing to obtain)	✓	

KNOWLEDGE & EXPERIENCE *(highlights the knowledge and experience required by the jobholder of specific processes, procedures and technical requirements)*

Criterion	Essential	Desirable
Understanding of issues in teaching and learning in FE	✓	
Knowledge of relevant subject curriculum	✓	
A track-record of success in teaching	✓	
Experience of a variety of assessment procedures	✓	
Knowledge of current developments in the FE/Adult curriculum		✓
Understanding of issues associated with implementing quality improvement systems		✓
Experience of dealing with change		✓
Experience of co-ordinating a subject area or acting as a course leader		✓
Experience of supervising staff		✓

COMPETENCIES *(highlights the specific personal skills and behaviours required of the job holder)*

Please refer to the **ESC Competency Framework and Job Description**

Criterion	Level Expected
Valuing Equality and Diversity	1
Working with People (Team Working, Communication)	1
Results Focus (Drive to Achieve Excellence, Technical Skills & Professionalism)	1
Focus on Delivery (Customer/Student Focus, Organisational Awareness)	1
Self Motivation (Adaptability & Flexibility, Accountability)	1