

JOB DESCRIPTION

Post:	Adults with Learning Disabilities Coordinator
Responsible to:	Pathways Curriculum Manager
Pay Band:	6

Job Purpose:

The main purpose of the role is to research, develop and implement a sustainable and appropriate programme for Adults with Learning Disabilities as part of lifelong learning towards independence. The role will be to look at the existing programme and build and implement a business plan in a number of subject areas and external venues to enable learners to have several exciting short opportunities in a variety of programmes to adults with Special Educational Needs.

- The key aims of the role are to:
- Research, plan, develop and implement a varied programme for ALD learners
- Gain the views of ALD learners to introduce exciting opportunities towards leading an independent life and lifelong learning
- Line manage the ALD faculty administrator to ensure smooth, efficient and effective communication with parents, carers, students and the college.

Main Duties:

- Develop strong and sustainable relationships with external stakeholders within particular subject areas including researching relevant topics so that the ALD programme is meaningful and relevant to learners' interests.
- To help, assist and support the faculty administrator in communication procedures to ensure all information is correct and shared appropriately
- To help and support tutors develop a student profile for individual learners to enable appropriate support for their learning
- Support students and tutors to secure meaningful workshops with relevant external stakeholders, ensuring that students are effectively matched to available options.
- Act as the main point of contact with the College for external stakeholders; and be the primary contact for either the parent, carer, or student to raise any issues that may arise during the placement.
- In consultation with learners, tutors set specific aims and objectives for individual learners and record them using College systems.
- Monitor progress against faculty objectives, assess the key skills, knowledge and behaviours developed and record using College systems.

- Seek evidence that learning has taken place, review each learning opportunity for effectiveness and take appropriate action to improve the learning opportunity.
- Visit the students in their options and be in regular contact with the external stakeholders and students/parents/carers to ensure that progress is continually being made against the pre-agreed objectives. All monitoring visits and interactions to be recorded using College systems.
- At the end of the placement, gain appropriate feedback from student to reflect on the programmes and sign-off that the agreed objectives have been met in full.
- Successfully manage the health and safety of courses by ensuring close cooperation between all parties, particularly between the College, students and external stakeholders/venues.
- To be a listener, facilitator for learning, motivator, advocate, and role model.
- Network with other faculties and staff and refer students to appropriate professionals both within and outside college.
- Assist in the arrangement of appropriate support at any time during process, which may be a member of staff or specialist equipment/services
- Create an environment that enhances the student experience and supports the development of the college community
- Treat all data and personal information in the strictest confidence.

The college reserves the right to amend the job description to reflect changes in the duties of the post, commensurate with the grade of the post.

PERSON SPECIFICATION

It is **essential** that the post holder has:

	Essential criteria	How assessed
1	A relevant level 3 qualification or higher	Application form, certificates
2	Advanced communication skills	Application form, interview
3	Confident in dealing with students, staff, parents and external stake holders and venues	Application form, interview
4	Experience of developing relationships with employers in relevant industry sectors	Application form, interview
5	Experience of providing support for students/Adults with SEND in educational environment	Application form, interview
6	Experience of preparing Health and Safety Risk Assessments	Application form, interview
7	Experience of working successfully as a member of a team	Application form, interview
8	Level 2 or equivalent in literacy and numeracy (or willing to qualify)	Tests at interview
9	IT literate with experience of using and managing databases	Application form, interview
10	The ability to use own initiative in the solution of problems	Application form, interview
11	Good organisational skills	Application form, Interview
12	The ability to work to deadlines	Application form, interview
13	The ability to take responsibility for several jobs simultaneously, and see them through to completion	Application form, interview
14	Awareness of the need to protect confidential information	Application form, interview
15	Can demonstrate knowledge and understanding of Safeguarding/Prevent issues relevant to the post	Application form, interview
16	Must be able to visit external venues in multiple locations	Application form, interview

It is **desirable** that the post holder has:

	Desirable Criteria	How Assessed
1	Workplace Health and Safety Qualification	Application form, interview
2	Assessor qualification	Application form, certificates, interview
3	Ability and willingness to drive the College minibus	Application form, certificates, interview