**Pathways Coordinator**

**Job Description**

**Salary:** Spinal range 23-32 (£23,498 to £30,674 FTE)

**Reports to:**  Learning Area Lead

**Line manages:** Teaching Assistants in Pathways

**PURPOSE:**

* To line manage Teaching Assistants (TAs) in Pathways
* To ensure that the learning needs of students are met through the production of Individual Support Plans.
* To maintain relevant documentation in line with college requirements.

**KEY ACCOUNTABILITIES AND RESPONSIBILITY FOR RESULTS**

***This schedule of duties is not exhaustive, and the job holder may be required to perform duties not listed, to suit the reasonable operational requirements of the college and as directed by their line manager*.**

* To line manage TAs in Pathways to support identified students
* Conduct appraisals for TAs in Pathways
* Mentor new TAs in Pathways
* Conduct probationary reviews for TAs in Pathways
* Conduct return to work interviews for TAs in Pathways
* Work with LAL to manage performance of the TAs in Pathways
* To effectively utilise and deploy TAs in Pathways to provide in class support to identified students
* Match TA to learner to ensure effective and specialised support
* Be part of the interview process for new TAs
* Work with LAL on timetabling
* To work within funding allocations to maximise the utilisation of TAs to support student achievement
* To ensure the quality of delivery of in class support through observation and liaison with the LAL and quality team
* To review in class support to ensure that students needs are being met and they are supported to develop their independence
* To agree with the tutor, the role and responsibilities of the Teaching Assistant in the classroom/outside the classroom
* To take part in student interviews and assessments as necessary.
* To liaise with the Pastoral and Behavioural Lead to ensure that correct information on support-related matters is disseminated and shared as appropriate.
* To liaise with Pastoral and Behavioural Lead across college to ensure that a training programme for support staff is robust
* To attend meetings and regular reviews with line manager.
* To give assistance at college functions e.g. open days and inductions.
* To be responsible for promoting and safeguarding the welfare of children and young persons you are responsible for, or come into contact with.
* Coordinate and cover taxi duty
* Coordinate daily classroom cover
* Arrange cover to enable TAs to attend  EHCP reviews to share information on the student they have been supporting
* Coordinate lunch cover to ensure students are supported depending on their needs and TAs get a 30 minute break
* Coordinate personal care assistants to ensure all students within the college who need assistance with personal care have access to this
* Hold weekly KIT meetings.
* Attend Pathways Tutors meeting so that information can be shared at TA KIT meeting
* Take part in student assessments to identify support needs for each new learner
* Cover classes where TA 2 already covering (in the case of extreme absence only)
* To undertake any other duties of a similar nature and responsibility as directed by the line manager

# **Pathways Coordinator**

# **Person Specification**

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| **Qualifications** | **Essential /Desirable** |
| * Level 2 or equivalent qualification in English and maths | Essential |
| * L5 Diploma in Additional Needs | Essential |
| * L5 Diploma in Leadership and Management | Essential |
| * First Aid certificate | Desirable |
| * Initial Certificate in Teaching Basic Skills (9281) | Desirable |
| * BSL Level 1 | Desirable |
| * Safeguarding | Desirable |
| * L2 Business Administration | Desirable |
| * L7 CPT3A | Desirable |
| * Recognised teaching qualification | Desirable |

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| **Knowledge / Experience** | **Essential /Desirable** |
| * Recent experience of providing support to individuals in an educational setting | Essential |
| * Recent proven experience of managing a large staff team across multiple locations | Essential |
| * Recent experience of effective liaison with internal partners | Essential |
| * Administration experience | Essential |
| * Experience of working with students with a range of learning difficulties and / or disabilities | Essential |
| * Experience of working with students across a wide range and ability range, and within a variety of vocational contexts | Essential |
| * Recent proven experience of managing a large staff team across multiple locations | Desirable |
| * Experience of assessing the needs of students with Learning Difficulties and / or Disabilities | Desirable |
| * Experience of using Microsoft applications | Desirable |
| * Working knowledge of the Equality Act 2010 in an educational setting | Desirable |
| * Working knowledge of Safeguarding | Desirable |

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| **Skills / Qualities / Abilities** | **Essential /Desirable** |
| * Ability to identify and prioritise within a set budget | Essential |
| * Ability to keep and maintain accurate records | Essential |
| * A sensitive approach to individual needs | Essential |
| * Ability to communicate effectively | Essential |
| * Ability to work as part of a team and make positive contributions | Essential |
| * Ability to recognise discrimination and to demonstrate an awareness of equal opportunities | Essential |
| * Ability to demonstrate consistently high levels of job performance and organisational skills to meet deadlines working on own initiative | Essential |
| * Ability to consistently contribute to the provision of a welcoming and supportive environment for new staff | Essential |
| * Ability to achieve positive working relationships valuing colleagues’ particular professional expertise and respecting other members of the team as individuals | Essential |
| * Ability to carry out college business as appropriate at all times and promote the college’s good reputation within the community | Essential |
| * Ability to understand and work effectively with clients from diverse backgrounds | Desirable |

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| **Other** | **Essential /Desirable** |
| * A flexible approach to work patterns | Essential |
| * A positive and adaptable attitude | Essential |
| * A willingness to work on all sites | Essential |
| * Ability to promote and safeguard the welfare of children, young people and vulnerable adults in the area and college | Essential |
| * Willingness to undertake relevant and appropriate staff development | Essential |

**Criminal Records Bureau check**

This post is subject to an enhanced DBS check.