



JOB DESCRIPTION

1. JOB SPECIFICS	
Job Title:	Learner Support Specialist
Reports to:	Quality Operations Manager
Location:	
Department:	Operations

2. ABOUT THE ROLE	
What you'll be doing?	<p>In this role you will offer guidance and support to enable learners to achieve their aspirations and goals.</p> <p>You will work with delivery teams to ensure that learners with SEND are able to achieve their core qualification and Functional Skills where appropriate.</p> <p>You will work directly with learners to identify and embed strategies which support their development and journey to autonomous learning.</p>
Key Responsibilities	<p>Complete in-depth diagnostic assessments with learners to identify needs.</p> <p>Create individual support plans for SEND learners, tailored to their specific needs, considering the results of initial & diagnostic assessments.</p> <p>Provide support to SEND learners a 1-1 or small group basis, embedding the use of appropriate strategies which encourages accelerated and autonomous learning.</p> <p>Support with the monitoring and recording of SEND learners' progress, providing regular feedback to delivery teams to ensure timely completion and achievement of qualifications.</p> <p>Provide specialist pedagogical guidance to delivery teams on supporting learners with SEND.</p> <p>Support delivery teams with the creation and adaptation of resources and other reasonable adjustments which enhance access to learning for SEND learners.</p> <p>Liaise with Awarding Organisations, providing clear rational and evidence to facilitate reasonable adjustments and exam access arrangements.</p> <p>Provide pastoral support to learners as required to aid engagement & achievement of their goals.</p> <p>Complete detailed documentation to evidence the need for Learning Support Funding.</p> <p>Monitor learner's welfare, health and safety in the workplace upskilling learner's knowledge regarding Safeguarding, British Values, Prevent and Equality & Diversity.</p>
KPIs & SLAs	Teaching, learning and assessment practice is consistently judged to be 'good' or 'outstanding'

	Continuously work to reduce the achievement gap between SEND and Non-SEND learners
Key Working Relationships	Functional Skills Team Delivery Teams Learners

3. ABOUT YOU	
<p>Your Competencies</p> <p>1: Working Level</p> <p>2: Advanced Level</p> <p>3: Expert Level</p>	<p>Core</p> <p>Results Driven - 2</p> <p>Taking Ownership - 1</p> <p>Collaboration - 1</p> <p>Continuous Learning - 1</p> <p>Role Specific</p> <p>Mentoring & Coaching - 2</p> <p>Instructional Delivery - 1</p> <p>Emotional Intelligence - 2</p> <p>Creativity - 2</p>
<p>Your Experience</p>	<p>Experience of and a proven track record of working with SEND learners</p> <p>Experience of working with a range of learners in a large, multidisciplinary organisation</p> <p>Proven track record of consistently exceeding targets</p>
<p>Your Knowledge</p>	<p>Knowledge and/or experience in delivering Safeguarding</p> <p>Understanding of the SEND Code of Practice</p> <p>Proven understanding of EHC plans and importance to organisation and learner</p> <p>A thorough understanding of Teaching, Learning and Assessment</p> <p>Strong IT skills, including use of Microsoft Office products</p>
<p>Your Qualifications</p>	<p>Level 5 Functional Skills Specialist qualifications in either English, maths and/or ESOL</p> <p>Teaching qualification at level 4 or above</p>
<p>What you'll bring to QA</p>	<p>Enthusiasm for learning</p> <p>Positive and 'can do' attitude</p>