

 Richmond and Hillcroft Adult Community College	JOB DESCRIPTION/ PERSON SPECIFICATION
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POST	SEND LSW Supervisor
DEPARTMENT	Inclusive Learning
GRADE	Spot salary £30,000
REPORTS TO	Head of Inclusive Learning
DIRECT REPORTS	None
WORKING PATTERN	1 FTE. Core hours Monday to Friday, 0900-1730, with occasional evenings and weekends with TOIL.

JOB PURPOSE

- To manage a team of learning support workers (LSWs) to provide effective, specialist learning and personal support for learners, to enable access to provision, and the development of independent learning skills.

MAIN DUTIES AND RESPONSIBILITIES

The key responsibilities include:

- Assist the Programme Manager to deploy LSWs, ensuring that all learners' needs, including personal care needs, are met to enable access to courses and enrichment activities
- Prepare and update course folders, risk assessments and learner profiles
- Contribute to the development of effective, meaningful processes to track progress, including electronic methods such as eILPs
- Coordinate LSW recruitment
- Mentor new members of staff and undertake LSW probationary reviews
- Arrange LSW cover resulting from absence
- Comply with all HR procedures required by line managers, including absence reporting procedures and return to work interviews
- Complete Finance/ Payroll documentation required for cover arrangements
- Coordinate LSW Team Meetings
- Co-ordinate student arrival, lunch-time activities and end of day procedures
- Liaise with taxi companies and parents/ carers in regard to early drop-offs and late pick-ups
- Explore the development of life skills and/or enrichment initiatives such as establishing a Breakfast Club
- Carry out LSW lesson observations
- Identify training needs and contribute to the SEND CPD programme
- Liaise with external support staff and supported living providers
- Provide training to external support staff on delivering effective in-class support

General Duties:

- To commit to ongoing professional development by undertaking job related training
- To contribute to the planning and development of the service as a member of the team
- To have a duty of care to yourself and others regarding Health and Safety issues and ensure that the College's Health & Safety Policies and Procedures are implemented
- To actively promote the College's Equality & Diversity policy, encouraging staff awareness and participation in all areas
- To actively promote the College's safeguarding policy and be aware of your responsibilities to report concerns
- To carry out duties pertinent to the scope of the post as directed by the Principal or other senior managers of the College

The above are the key accountabilities as currently defined; they are not listed in priority order and should not be taken to be so. These accountabilities may be subject to periodic review, and the post holder will be expected to take on such variations as are consistent with the level of responsibility and purpose of the post.

PERSON SPECIFICATION

The successful candidate will fulfil the following essential requirements, and will also ideally hold the desirable attributes.

		ESSENTIAL	DESIRABLE	LIKELY TO BE ASSESSED BY; I - Interview AF - Application form T - Task
	KNOWLEDGE			
1	An awareness of health and safety regulations and how they apply to the post	✓		I
2	Able to demonstrate knowledge of and commitment to Equality and Diversity and how to incorporate it into teaching and learning.	✓		AF & I
3	Clear commitment to the principles and practices of safeguarding and Prevent	✓		AF & I
	ABILITIES/SKILLS/EXPERIENCE			
4	Experience of providing support to adults with a range of disabilities, learning difficulties and health conditions	✓		AF & I
5	Experience of leading a team		✓	
6	To be flexible in approach and able to adapt to the differing developmental needs of a wide range of learners.	✓		AF & I
7	Excellent interpersonal and team development skills and have the ability to contribute to the team and its goals. Be able to work independently and as a member of the team	✓		AF & I
8	Good IT and administrative skills and be able to keep accurate tracking records of learners' progress, keep an up-to date schemes and records of work.	✓		I & T
	QUALIFICATION			
9	HLTA qualification		✓	AF & I
10	Level 2 or above English and Maths	✓		AF & I