



National Star

Realising the aspirations
of people with disabilities

Job Description

Personal Learning Coordinator Tutor – Engaging with the World Pathway

ORGANISATIONAL RESPONSIBILITIES:

Line Management structure: Head of Learning and Support (Engaging with the World – EWW), Programme Manager (EWW) and responsible to Senior Personal Learning Coordinator Tutor (EWW)

MAIN PURPOSE OF JOB

- To design and deliver high quality individual programmes (teaching and learning) for small groups of young people with Complex Learning Difficulties and Disabilities (CLDD) such as Autistic Spectrum Condition (ASC), Multi-Sensory Impairments and/ or Profound and Multiple Learning Difficulties (PMLD) or Severe Learning Difficulties (SLD).
- To lead multidisciplinary work to ensure students' educational outcomes maximise learning, to assert their place in the world through increased self-confidence, enhanced communication skills and further ability to assert increased control in their world to prepare them for life after college.
- To ensure effective transition both into and out of the college and quality assure the learning experience.

MAIN DUTIES AND RESPONSIBILITIES

- To co-ordinate and be responsible for the learning of a small group of students, contributing to the curriculum development to meet their specific needs.
- To plan and deliver high quality and stimulating learning to most appropriately meet the requirements of small groups of young people with complex physical and learning difficulties who are learning at an early years level.
- To consult with key staff, learner's families and external professionals such as social workers, as well as monitoring, recording and optimising learner progress.
- To maintain up-to-date records on students' progress towards accreditation where appropriate and non-accredited RARPA linked to their Education, Health and Care Plan.
- To organise and negotiate with other professionals to ensure the student's requirements are being met and train and motivate staff across the college to recognise, engage in and record learning.

- To ensure achievable and realistic learning aims are set across the curriculum, recognising progress against through the RARPA framework and delivering learning where appropriate.
- To collaborate with therapists from SLT, OT, Physiotherapy and Creative Therapies to plan and deliver multi-disciplinary learning sessions that best serve a learner's needs.
- To contribute effectively to appropriate course teams and to communicate and disseminate professional information.
- To organise and contribute to team meetings, Multi-disciplinary Team Meetings (MDTs) and other focus meetings.
- To provide pastoral support (referring on when necessary), ensuring that programmes promote respect and autonomy and support students.
- To take part in the evaluation of own teaching in order to achieve appropriate standards and identify/ implement necessary action
- To fulfil the requirements of the college Appraisal System and to take part in the Learning Programme's Support and Development system to support effective working
- To demonstrate personal commitment to equality to ensure we develop a community which celebrates and values diversity
- To act within the college health and safety policy and procedures so as to ensure a safe working environment
- To set, observe and require appropriate standards of personal behaviour and presentation
- To carry out such other duties as may be required by the Principal and Head of Learning and Support (Engaging with the World)

Developmental Responsibilities

- To contribute to the development of new initiatives within the field of specialist FE for students with physical disabilities, learning difficulties and autism

SAFEGUARDING

The college takes seriously its responsibility for safeguarding and is committed to safeguarding and promoting the welfare of young adults and children. Therefore, we require that all staff share this and act accordingly by applying organisation policy and procedure and attending annual safeguarding training.

Equality & Diversity

Through personal example and clear action demonstrate commitment to equality and diversity ensuring equality of access and treatment in employment and service delivery to all. To ensure that Fundamental British Values are embedded within the learning programme of students.

Health & Safety

Promote the college's Health and Safety at Work Policy and Procedure and ensure these are implemented effectively within the department.

This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be reviewed periodically to ensure it remains appropriate for the role.

PERSON SPECIFICATION – Personal Learning Co-ordinator Tutor		
Attribute	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Experience in the planning and teaching of learning programmes using innovative, creative and sensory approaches. • Experience of working with people with Autism Spectrum Condition and profound and multiple learning difficulties and learning disabilities 	<ul style="list-style-type: none"> • Experience of teaching the early year developmental stages. • Familiarity of residential and supported living environments. • Awareness of strategies for promoting autonomy • Experience of liaison with a range of agencies/working within a multidisciplinary team. • Involvement in producing reports. • Knowledge of and experience of using RARPA framework.
Qualifications	<ul style="list-style-type: none"> • Hold or be willing to work towards a full teaching qualification / Level 5 Diploma level, (or undertake this once in post) • English and Maths GCSE or Level 2 equivalent 	<ul style="list-style-type: none"> • Teaching qualification of CTLLS or Certificate in Education at Level 3
Skills	<ul style="list-style-type: none"> • Able to communicate effectively (written, oral and interpersonal) • Proactive and forward thinking, able to work under pressure and meet deadlines. • Enthusiastic about sharing innovative and creative practice. • Excellent planning, organisational skills and time management skills • Very good ICT skills – including Microsoft Teams • Able to assess and monitor learning, record progress and achievement. • Able to communicate effectively to a wide range of stakeholders 	<ul style="list-style-type: none"> • Use information learning technology confidently and competently.
Personality	<ul style="list-style-type: none"> • Proactive, innovative and forward thinking • Calm and able to work under pressure 	
Motivation	<ul style="list-style-type: none"> • Have respect and understanding of the needs of learners and stakeholders. • Motivate others and support effective teams. 	
Personal Circumstances	<ul style="list-style-type: none"> • Able to make own travel arrangements to other locations as required 	
Other	<ul style="list-style-type: none"> • Support the ethos of the college and be fit to work with vulnerable adults and children. 	<ul style="list-style-type: none"> • To meet the requirements of insurers to drive College minibuses