The Lincoln College Group

LINCOLN COLLEGE GROUP

JOB DESCRIPTION

JOB TITLE & NUMBER

CS0463P: Assessment & Support Coordinator

SALARY	GRADE	HOURS
£27,153 - £30,727 per annum	CSS Scale 5/6	37.5

REPORTING TO

SEND Team Leader

DEPARTMENT

Student Services

LOCATION

Lincoln

BE READY...

Job Purpose:

To provide Student Support Services to all students based at Lincoln and Newark, ensuring they are provided with support and reasonable adjustments in line with the requirements of the Equality Act.

To lead and direct a team of LSA's operating within their caseloads and key academic areas.

To ensure that you are upholding the College's Safeguarding policy and working within current legislative guidelines.

To be responsible for a high standard of Safeguarding support and that all Safeguarding referrals are dealt with timely.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To carry out assessments, ensuring service level standards are met, and to manage a caseload of SEND and EHCP learners at Lincoln and Newark College.
2. To chair and complete documentation for EHCP reviews in line with legislation.
3. To match learners to appropriate LSA's to ensure their assessed needs are met, liaising closely with the SEND Team Leader. Ensure that this support is implemented and monitored on programme so that support is reviewed regularly.
4. Deploy and manage a team of Learning Support Assistants, ensure that they are trained effectively and set clear guidelines for supporting learners through the training days and the PMR process.
5. To provide appropriate assessment of a range of learning, attainment and social skills (e.g. literacy, numeracy, specific learning difficulty, learning styles) for College students, and to disseminate assessment/support plans to relevant staff in a timely and responsive manner by using the College computer systems to maintain accurate records.
6. To keep accurate, current and confidential records of all interactions with learners and other agencies in keeping with the Code of Practice for Confidentiality and DFE guidance 'Keeping Children Safe in Education.'.
7. As part of the assessment role, when necessary, to undertake risk assessments in partnership with academic staff and Personal Evacuation Emergency Plans (PEEP) assessments. To refer Students for additional specialist assessments with permission from SEND Team Leader.
8. To work with an Assessment Administrator to ensure all assessment reports/support plans are completed in a timely manner.
9. To liaise with all appropriate staff and agencies to ensure accurate, valid and current assessments are provided and that proposed support is implemented. To ensure that information written is concise and written in a format that is easily accessible for the end user. To obtain medical evidence or any other relevant diagnostic evidence to support the assessment process.
10. To ensure the confidentiality of all assessment, materials, outcomes and reports and maintain the highest standards of professional conduct at all times.
11. To be available, approachable and alert to any concerns regarding pastoral, safeguarding and/or mental health.
12. To advocate on behalf of students, advising staff and employers on support services available and, where necessary, reasonable adjustments which need to be made.

13. To develop and maintain a thorough working knowledge of the following in order to comply with legislation and to provide advice and guidance to College staff:
    - ESFA funding guidance
    - Equality Act
    - Safeguarding legislation
    - SEND Code of Practice
    - Data protection – GDPR
14. To liaise with external institutions and professionals including schools, colleges, training providers, local authority, Children's Services, health professional, educational psychologists, police, Youth Offending Services, to ensure that the College Provides an outstanding service to meet the needs of students.
15. To ensure compliance with all relevant audit requirements and to support the collection of data to enable claims for additional funding units.
16. To work flexibly and efficiently including evenings and occasional weekends as/when required, and across all College sites to maintain the highest professional standards.
17. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
18. To maintain professional standards and expertise by undertaking relevant professional development, including ensuring that knowledge regarding changes to relevant legislation is kept up to date.
19. To maintain quality standards, appropriate to the post.
20. To conform with the Health and Safety requirements relevant to the post.
21. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.

N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.

PERSON SPECIFICATION

	Knowledge	PSM
1	Level 4 or equivalent in a specialist SEND or Safeguarding related qualification.	A/I
2	GCSE Maths and English grade 9 - 4 (A*- C) (or equivalent).	A
3	Level 2 IT Qualifications or equivalent skills.	A/I/T
4	Experience of Safeguarding students and vulnerable adults within educational settings.	A/I

	Skills/Abilities – Interpersonal	PSM
5	The ability to work in a non-discriminatory manner.	A/I
6	The ability to communicate with a range of students, staff and other agencies verbally and in writing.	A
7	The ability to advise staff on the Equality Act and how to make reasonable adjustments to support learners with SEND.	A/I/T
8	To demonstrate empathy, exceptional listening and negotiation skills.	A/I
9	The ability to supervise and lead a team.	A/I

	Experience	PSM
10	Recent relevant experience of working with and meeting the needs of people aged 16+ with SEND.	A/I
11	An understanding of the range of resources, adaptations and adaptive technology available to support people with SEND.	A/I
12	Knowledge of Mental Health issues and support networks for post 16 students and adults.	A/I

	Work Related Circumstances	PSM
13	Ability and willingness to undertake relevant professional development to maintain up-to-date knowledge of legislation and best practice.	A/I
14	Ability and willingness to work flexibly, and outside normal working hours on occasions.	A/I

	Skills/Abilities - Other	PSM
15	An understanding of the needs of people with SEND.	A/I
16	An understanding of the funding methodology and audit requirements for claiming learning support for learners with SEND.	A/I/T
17	The ability to write assessment reports and to chair and write EHCP reviews.	A/I
18	Demonstrates a clear commitment to safeguarding and promoting the welfare of children and young people.	A/I
19	Ability to actively promote equality, diversity and inclusion across all aspects of the role.	A/I

Prepared By:	Sam Rees – Head of Student Services
Date:	August 2026

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test

VISION 2030

LINCOLN COLLEGE GROUP STRATEGY 2025-30

OUR PURPOSE *Be Ready...*

REALISE ASPIRATIONS; SHAPE FUTURES; SERVE OUR COMMUNITIES.

OUR CODE

Our Group Code sets the tone of how we behave and achieve our Purpose because You Matter.

We CARE deeply about achieving outcomes in the right way and expect staff and students to behave with...

Community

We will prioritise empathy, compassion and wellbeing. Our goal is to develop a positive community where the mental and physical health of staff, learners, governors and key stakeholders is emphasised.

Accountability

We will all act with integrity and transparency, take full ownership of our actions and deliver on our commitments, impacts and outcomes.

Respect

We will all create an inclusive environment where everyone is valued, trusted and treated with consideration, kindness and fairness.

Excellence

We will all drive innovation and pursue extraordinary quality through an "ambitious spirit", consistently striving for the highest standards in all we do.

OUR PRIORITIES

Over the next five years we will achieve "Our Purpose" by delivering on our strategic priorities set out in full detail in 7 strategic plans.

In summary we will:

The Lincoln College Group