

LINCOLN COLLEGE JOB DESCRIPTION

Post Title:	Assessment and Support Coordinator	Post Number:	CS1334F
Daily Supervision:	SEND Manager	Grade:	CSS Scale 5/6
Department:	Student Services	Last Updated:	December 2024

Our Purpose:

To be an extraordinary employer-led organisation; producing a highly skilled and productive local workforce.

Our Mindset:



Job Purpose:

To provide an assessment service to all students, 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.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To carry out assessments, ensuring service level standards are met, and to manage a caseload of SEND learners.
2. To match learners (within own caseload) to appropriate LSA's to ensure their assessed needs are met, liaising closely with the SEND Manager. Ensure that this support is implemented and monitored on programme so that support is reviewed regularly.
3. To cover classes for sickness absence where Health and Safety needs require.
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 provide appropriate monthly reviews for apprentice learners who have undertaken the Cognasist assessment and have been identified as having an area to develop.
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 Manager.
8. To work with an Assessment Administrator to ensure all assessment reports/support plans are completed in a timely manner, including monthly Cognasist reviews for apprentices.
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 advocate on behalf of students and apprentices, advising staff and employers on support services available and, where necessary, reasonable adjustments which need to be made.
12. 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
 - Cognasist Assessment process and funding
13. 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.
14. To be part of the daily safeguarding rota dealing with safeguarding cases.
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 and apprentices places of employment 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.
19. To maintain quality standards appropriate to the post.
20. To conform with Health & Safety requirements relevant to the post.
21. To be responsible for the safeguarding and promoting the welfare of children and young people 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	NVQ Level 4 in Advice and Guidance or specialist SEND 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	Level 2 Safeguarding certificate and experience of Safeguarding students and vulnerable adults	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 Apprenticeship frameworks and Cognasist or willingness to undertake staff training	A/I

	Work Related Circumstances	PSM
13	The ability and willingness to undertake relevant staff development.	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

Prepared By:	Sam Rees – SEND Manager
Date:	October 2021

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