**Job Description**

**Job Title:** Inclusive Learning Coordinator

**Career Level:** 5

**Department or Business Sector:** MTC Training - Delivery

**Location**: Ansty Park, Coventry CV7 9JU or Culham Science Centre, Abingdon OX14 3DB

**Reporting to:** Programme Delivery Manager

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| **Heading:** | **Description** |
| 1. **Job Purpose**
 | To provide support for all learners, especially those with barriers to learning. This including learners with special educational needs and disabilities (SEND) and/or inclusion needs, including pastoral and academic support that enables learners to reach their potential.Key activities would include:* Provide direct support for a caseload of learners with barriers/SEND
* Undertake pre-entry assessments and regular reviews of learners to ensure that they are appropriately supported during their studies and whilst on a training programme
* Produce support plans for learners with barriers/SEND and share with appropriate staff to ensure that learners can fully access the curriculum and the training centre environment
* Liaise with staff in the planning of appropriate support for learners with, including special examination arrangements
* Facilitate awareness raising sessions and training for staff working with learners with SEND
* Liaise with Health & safety to arrange and complete specialist assessments for identified learners, including risk assessments and Personal Emergency Evacuation Plans
* Carry out Local Authority Education, Health and Care Plans (EHCP) consultations in partnership with applicants, schools and external agencies
* Facilitate and lead in interim and annual reviews of Education, Health and Care Plans in conjunction with the local authorities and other members of the learning support team
* Liaise with appropriate outside agencies and make referrals as appropriate (e.g. CAMHS, Children and Young Peoples Services etc.)
* Keep up to date records and statistical data of learners through the use of ProMonitor and ProSolution and report progress to the Programme manager and delivery manager
* Monitor, supervise and support learners in the different areas/locations
* Act as an exam reader / scribe / invigilator as required.
* Support learners with the use of assistive technology.
* Provide in-class support to a wider range of learners as required.
* Attend as required, open events and other promotional events organised by the training centre
* Develop ways of working that are responsive to learners’ needs, monitor and evaluate progress and practice and prepare learners for examinations.
* To act as the English Lead for all learner support and progress for the complete learner journey
* Attend and contribute to delivery team meetings and learner success meetings and reviews as required
* Draw up confidential Individual Learning Plans (ILP’s) and learner profiles, outlining strengths and areas for development, agreeing targets and milestone for learner, contribute to their review and updating throughout the year. For all learners irrespective of their prior qualifications or barriers. Detailing impact with support provided.
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| 1. **Communication**
 | * An excellent standard of written and verbal communication focused on delivering objectives and targets
* Ability to develop relationships with external agencies to support learners with transition and to fully access their studies
* Ability to work sensitively and with empathy with learners, parents, employers and staff
* Ability to guide and advise staff and employers who will implement identified support strategies
* Resilience and the ability to deal professionally with challenging conversations and without becoming emotionally involved
* Experience of providing evidence for and facilitating exam access arrangements
* Excellent interpersonal skills with the ability to develop positive working relationships at all levels (internally and externally) and to translate ideas into actions
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| 1. **Innovation**
 | * Promote new ways that trainers can positively impact on the learners’ experience
* Understand developments in assistive technologies and suggest new ways of working to support learners to fully access their studies
* Confidence to challenge existing practices and work to continuously improve current processes from application through to end point of the learner journey
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| 1. **Knowledge**
 | * Current competence within a relevant subject for special educational needs and disabilities (SEND).
* IT literate including LMS and generic Microsoft Office packages including Word, PowerPoint and MS Outlook
* Good working knowledge and understanding of learners with SEND and / or inclusion needs
* Experience of working with and supporting young people with Functional Skills and SEND
* Experience of working in a learning support capacity
* Excellent working knowledge of safeguarding procedures
* Good understanding of the EHCP consultation and review process and experience of facilitating and leading EHCP reviews
* Experience of interpreting SEND documents and EHCPs in order to extract information to inform support plans and teaching/support strategies
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| 1. **Person Specification**
 | All aspects of the role are to be carried out as an exemplar within the business in adhering to the MTC RIGHT way:* Being pro-active working with colleagues to provide the best learning experience
* Acting responsibly, putting MTC’s interests ahead of personal ambition;
* Providing inspirational leadership to all who come in contact with you;
* Delivering in the broadest sense a great working environment;
* Leading with humility, honesty and integrity in all that you do;
* Promoting teamwork, supporting through difficult times and collectively celebrating our successes.

In addition:* Approachable in manner
* Organised and methodical approach to work, always ensuring deadline are met
* Manages time effectively and is able to identify the resources needed to accomplish tasks
* Highly motivated and a self-starter with determination to succeed and able to work on own initiative
* Excellent attention to detail and accuracy with good numeracy skills and confidence working with numbers & data
* Sets high standards for quality & quantity
* Able to travel throughout the UK
* Able to work in a way that promotes the safety and wellbeing of Learners
* Understanding and commitment of equality, diversity and inclusion in work and the learning environment
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