



Coventry City Council

Job Description

Job Title:	Personalised Learning Co-ordinator	Job Number:	A5581 - 1035638
Service:	Alternative Provision	Grade:	5
Location:	Coventry Extended Learning Centre		

Job Purpose:

Under the supervision of the CELC Leadership team, to undertake a lead role in ensuring the effective arrangement and co-ordination of personalised learning provision.

Main Duties and Responsibilities:

Under the guidance of the Leadership Team:

1. Monitor attendance and engagement levels for all students attending WRL Programmes. Implement and review interventions where appropriate, recording successes and evaluate interventions
2. Be responsible for pupil wellbeing and have safeguarding responsibilities for those students on Bespoke programmes and WRL courses.
3. Attend and contribute to multi-agency meetings for students attending Bespoke programmes.
4. Meet with students regularly to ensure the WRL provision is suited to their needs, interests and career aspirations.
5. Complete student applications and withdrawal forms for students attending WRL programmes.
6. Coordinate and monitor personalised and individual programmes for pupils on role who require 1:1 tuition offsite, including any on Home Tuition.
7. Be responsible for maintaining accurate and appropriate records to ensure the effective administration of the programmes including relevant information systems.
8. Ensure student progress is carefully monitored, appropriate records are maintained, and that at least termly progress reports are produced for school and parents.

9. Work in partnership with Key Workers, the WRL Team and other agencies in identifying any support required by providers or students to ensure successful outcomes.
10. Manage the application process from Year 11 to Post-16 for all pupils on bespoke individual programmes.
11. Coordinate Work Experience Programmes.
12. Make arrangements to ensure students access provision with minimum difficulty, e.g. supply appropriate and timely information about students, students have access to taster sessions, access to FSM, bus passes etc.
13. Be responsible for developing effective networks and partnerships with training providers, employers and other appropriate organisations, ensuring effective systems are in place to monitor outcomes of provision against key performance indicators.
14. Organise half termly meetings with Local Authority WRL Coordinators and providers.
15. Effectively liaise and communicate with parents/carers, employers, providers and other relevant agencies in relation to the needs and requirements of both students and the school.
16. Liaise with the Director of Personalised Learning and SENCo regarding Individual Programmes, contributing to their PEP's and their LAC Reviews.
17. Ensure that all record keeping and associated paperwork are accurate, up to date and maintained in accordance with policies and procedures.
18. Attend and actively participate in supervision, team meetings and undertake relevant training and personal development activities.
19. Work flexible hours as and when required in line with the needs of the service, customers and employers.
20. Maintain personal awareness of and ensure that Health and Safety requirements are adhered to with due regard to students, staff and the service.
21. Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare

- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equality, Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible to: Director of Personalised Learning

Date Reviewed: June 2020

Updated: June 2020



Coventry City Council

Person Specification

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Service:	Alternative Provision	Grade:	5
Location:	Coventry Extended Learning Centre		

Area	Description
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Knowledge:	<ul style="list-style-type: none">Understanding of the diverse range of pupil need and the range of provision to meet those needs.
	<ul style="list-style-type: none">Relevant legislation, policy and guidance in relation to safeguarding children.
	<ul style="list-style-type: none">Significant knowledge of issues around SEMH, personal development, behaviour and attitudes.
	<ul style="list-style-type: none">An understanding of current national developments in secondary and further education.
	<ul style="list-style-type: none">Awareness of strategies which enhance the quality of teaching and learning for pupils in AP
	<ul style="list-style-type: none">An understanding of the many barriers to learning faced by students in AP

Skills and Abilities:	<ul style="list-style-type: none">Able to prioritise workloads and meet deadlines
	<ul style="list-style-type: none">Able to analyse data and challenge underperformance
	<ul style="list-style-type: none">Able to work effectively with pupils, colleagues and other agencies via negotiation, counselling, and giving and receiving information.
	<ul style="list-style-type: none">Ability to effectively communicate, motivate and enthuse others in vocational education and personalised learning.
	<ul style="list-style-type: none">Ability to monitor and evaluate student progress.
	<ul style="list-style-type: none">Able to effectively use ICT, e.g. web based applications, word processing, databases and spreadsheets, SIMS
	<ul style="list-style-type: none">Ability to work as a member of a team as well as under own initiative.
	<ul style="list-style-type: none">Commitment to improvement and raising achievement for all students.

	<ul style="list-style-type: none"> • Ability to communicate effectively with a diverse range of people including teachers, other professionals, parents and pupils.
	<ul style="list-style-type: none"> • Proactive, solution focused and resilient, even when under pressure.

Experience:	<ul style="list-style-type: none"> • Substantial experience of working with pupils with SEMH issues.
	<ul style="list-style-type: none"> • Substantial experience of working with pupils within a child protection and safeguarding framework.
	<ul style="list-style-type: none"> • Able to organise an allocated workload, prioritise tasks to achieve goals and meet deadlines. Ability to work independently.
	<ul style="list-style-type: none"> • Effective communication skills - verbally and in writing, e.g. formal letters, reports, records, etc.
	<ul style="list-style-type: none"> • Skilled in responding to working in crisis situations and the assessment and management of risk.
	<ul style="list-style-type: none"> • Able to work in an anti-discriminatory and non-judgemental manner.
	<ul style="list-style-type: none"> • Able to follow specific procedures and work within guidelines, for example Safeguarding Children.

Educational:	<ul style="list-style-type: none"> • Minimum 5 'A-C' GCSE's or equivalent
	<ul style="list-style-type: none"> • A recognised qualification, such as Teaching Assistant, HLTA, etc.
	<ul style="list-style-type: none"> • Qualifications/training to support young people with literacy, numeracy and/or personal development.
	<ul style="list-style-type: none"> • A mentoring or counselling qualification would be advantageous.

Special Requirements:	<ul style="list-style-type: none"> • This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).
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Date Reviewed: June 2020