



Personalised Learning Co-ordinator

Job description and person Specification

Post Title:	Personalised Learning Co-Ordinator
Reporting to:	Assistant Headteacher
Salary:	TBC
Hours:	37.5 Hours per week – term time only

Main Duties and Responsibilities:

Under the guidance of the Leadership Team:

1. Visit and quality assure potential Alternative Provision providers
2. Organised and support taster visits with students to Alternative provision providers
3. Monitor attendance and engagement levels for all students attending Alternative Provisions. Implement and review alternative education packages where appropriate, recording successes and evaluate interventions and educational programmes.
4. Be responsible for pupil wellbeing and have safeguarding responsibilities for those students on Bespoke programmes.
5. Attend and contribute to multi-agency meetings for students attending Bespoke programmes.
6. Meet with students regularly to ensure the personalised provision is suited to their needs, interests, and career aspirations.
7. Coordinate and monitor personalised and individual programmes for pupils on role who require 1:1 tuition offsite, including any on Home Tuition.
8. Be responsible for maintaining accurate and appropriate records to ensure the effective administration of the programmes including relevant information systems.



9. Ensure student progress is carefully monitored, appropriate records are maintained, and that at least termly progress reports are produced for school and parents.
10. Work in partnership with Assistant Headteacher, Inclusion Manager, Designated Lead for LAC, and other agencies in identifying any support required by providers or students to ensure successful outcomes.
11. Manage the application process from Year 11 to Post-16 for all pupils on bespoke individual programmes.
12. Coordinate Work Experience Programmes.
13. 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.
14. 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.
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. Ensure that all record keeping, and associated paperwork are accurate, up to date and maintained in accordance with policies and procedures.
17. Attend and actively participate in supervision, team meetings and undertake relevant training and personal development activities.
18. Work flexible hours as and when required in line with the needs of the service, customers and employers.
19. Maintain personal awareness of and ensure that Health and Safety requirements are adhered to with due regard to students, staff, and the service.
20. Any other duties and responsibilities within the range of the salary grade.

Person Specification



OAKWOOD
COMMUNITY SCHOOL

Area	Description
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 including Maths and English
	<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:

- 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).