



JOB DESCRIPTION

Job Title: Learner Support Team Leader	Grading: 22-25
Section: Extended Learning Support	Reference:
Job Objectives:	
<ol style="list-style-type: none">1. To further the development of a Learner Support Service which both anticipates and prepares to meet the needs of students with disability/health or medical conditions and is responsive to specific needs.2. To co-ordinate learner support staff to efficiently and effectively support students and lecturing staff to meet specific needs.3. To develop and participate in Professional Review and Development and Staff Development activities (as appropriate).4. Any other duties as deemed appropriate by the Head of Student Support Services.	
Reporting to: Head of Student Support Services	
Reporting to the position: ILT Staff	
Interface with: Curriculum Leader with responsibility for Literacies provision, teaching and support staff, students and external organisations	
Approved by:	Date:

Signature of Post Holder:	Date:
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Duties and Responsibilities:

1. To further the development of a Learner Support Service which both anticipates and prepares to meet the needs of students with disability/health or medical conditions and is responsive to specific needs.
 - a) To advise on the appropriate developments of the estate, facilities, equipment and learning and teaching approaches in anticipation of supporting students with identified needs.
 - b) To ensure appropriate procurement and use of assistive technology.
 - c) To support learner support workers in ensuring that support needs of applicants for courses are properly understood and that appropriate preparations are made to support the student on his/her chosen course.
 - d) To ensure that a Personal Learning and Support Plan is raised and maintained for each student for whom Inclusive Learning Support is being provided.
 - e) To ensure that claims and returns relating to ILT provision are accurate and completed on time.
 - f) To liaise with appropriate partners and external agencies in the development and delivery of support services.
 - g) Monitor and evaluate impact of learning support interventions and ensure reasonable adjustments are in place to support access to learning.
2. To co-ordinate learner support staff to efficiently and effectively support students and lecturing staff to meet specific needs.
 - a) To ensure the efficient and effective deployment of learner support staff in supporting students with specific needs.
 - b) To ensure the efficient and effective deployment of learner support staff in the support of lecturing staff in the delivery of literacies.
 - c) Promote a positive, inclusive and collaborative team culture.
3. To develop and participate in Professional Review and Development and Staff Development activities (as appropriate).
 - a) To complete Professional Review and Development for learner support workers.
 - b) To ensure that learner support workers are provided with training and development opportunities.
 - d) Where appropriate, to arrange for training and development opportunities in-house.
 - e) To participate in the development of training materials.

