

## JOB DESCRIPTION

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

<b>Signature of Post Holder:</b>	<b>Date:</b>
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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.

