

## **LEEDS COLLEGE OF BUILDING**

### **JOB DESCRIPTION**

**POST:** High Needs Coordinator

**RESPONSIBLE TO:** Head of Student Experience

**RESPONSIBLE FOR:**

#### **Main purpose of post:**

- Provide a high level of customer care to students and their parents/carers throughout the inward transition and outward progression processes.
- Coordinate the HN funding process ensuring that all parties involved (students, parents/carers, College staff and Local Authorities) are aware of the procedures, eligibility, timelines and the Local Authority appeals process.
- Prepare transition plans for students progressing into College. Attend annual review and multi-agency meetings to contribute to the development of EHCPs for potential Leeds College of Building students.
- Ensure all staff have access to and a good understanding of the content of the EHCP and their responsibility in ensuring compliance with it.

#### **Responsibilities:**

1. To be responsible for a caseload of students who have high needs transitioning in and through College, coordinating transition meetings with the relevant staff from the curriculum department; to discuss the best way for the outcomes to be achieved. Working closely with the Bridge Builder team to place students within the Bridge Builder programme
2. Follow the assessment of need through the transition process to ensure appropriate individual support as detailed in the EHCP is in place (including access adjustments) prior to the course start date. Ensure that EHCPs are reviewed in accordance with the legal requirements; liaising closely with the Learning Support Organiser to plan for support.
3. Work closely with the Learning Mentors, Support Workers, Personal Advisers and teaching staff to ensure information from EHCPs is adhered to and implemented.
4. Be the first point of contact for parents/carers/organisations with concerns about the transition and support of students with learning difficulties or disabilities.
5. Lead on the coordination of the EHCP reviews. Lead on progression through and out for the students who have high needs; either within college, schools, or other external provisions.
6. Ensure all paperwork for the Education Health and Care plans is produced in a timely manner so the college is compliant with all local authority / legal frameworks.
7. Provide setting-based assessments for students who have high needs.
8. Provide guidance for curriculum teams as required ensuring EHCP outcomes are achieved.

9. Maintain accurate and timely records of all aspects of High Needs paperwork Ensure appropriate record keeping, reporting and assist in the financial claims that are made.
10. Develop knowledge and understanding of SEND legislation and how this impacts on the local offer, school/special schools, adult learners, and College and employer contexts in Leeds.
11. Assist in coordinating the need for any break or lunchtime support.
12. Coordinate establishing effective working relationships with both internal and external partners. Liaising with external bodies and support services.
13. Deliver an agreed number of hours of direct support to students who have high needs.
14. Lead on EHCP reviews.
15. Track distance travelled from starting points of High Needs Students
16. Be aware of and abide by the College health and safety procedure and associated policies.
17. Proactively implement the College's policies and procedures.
18. Undertake any other relevant duties as may reasonably be requested by the Principal.

**This job description will be reviewed annually as part of a process of performance review.**

**Please Note:**

**As Leeds College of Building meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subjected to a disclosure from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. Further information on disclosure can be obtained from [www.disclosure.gov.uk](http://www.disclosure.gov.uk)**

**The College is committed to safeguarding children, young people and vulnerable adults. It is also committed to the 'Prevent Duty' and the requirement to prevent people being drawn into terrorism and expects all staff to share these commitments.**

<b>Date:</b>	<b>Signature:</b>
<b>Issue No: 1</b>	<b>Ref: High Needs Coordinator</b>

**LEEDS COLLEGE OF BUILDING  
PERSONNEL SPECIFICATION  
POST: HIGH NEEDS COORDINATOR**

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>HOW IDENTIFIED</b>
<b>RELEVANT EXPERIENCE</b>	Extensive knowledge and proven experience of working with students who have high needs in a direct specialist support role. Maintaining appropriate relationships and boundaries within working relationships and to advise and support others. Experience of coordinating transition of high need student support plans both in during and out of College.	Experience of working with parents and external support agencies Experience of assisting students with learning difficulties and disabilities Experience of Positive Behaviour Management Experience of coordination of support for high needs students Experience of working with disengaged / disaffected young people/students with EHCPs	Application form & Interview
<b>EDUCATION &amp; TRAINING</b>	Level 2 qualification in English Language and Maths i.e. GCSE grade A*-C or equivalent Relevant Level 3 qualification	First aid qualification Positive Behaviour Management qualification e.g. Team Teach Appropriate training and/or a willingness to undertake training in supporting the needs of disengaged/disadvantaged students who may have emotional and behavioural problems	Application form & Qualification Certificates
<b>SPECIALIST KNOWLEDGE AND SKILLS</b>	Ability to manage challenging behaviour Committed to inclusive practice Ability to prioritise tasks Ability to communicate effectively with a team and build productive working relationships Solution focused problem-solving skills Ability to work on own initiative and as part of a team Ability to show empathy for and understand the needs of this student cohort Good understanding of safeguarding Ability to coordinate transition of student support plans both in during and out of College.	Conversant with IT applications Familiar with the principles of Person Centred Planning Thorough knowledge of safeguarding	Application Form & Interview
<b>ADDITIONAL FACTORS</b>	Restorative approach to relationships Ability to use discretion High level of empathy and holistic approach to individual learners Professional and caring manner Enthusiastic nature A willingness to work flexibly around working hours Flexibility to work across all College sites Commitment to customer care Responsibility to follow safeguarding of students and information regarding individuals. The College is committed to safeguarding children, young people and vulnerable adults. It is also committed to the 'Prevent Duty' and the requirement to prevent people being drawn into terrorism and expects all staff to share these commitments.		Interview

*Please note that the College expects regular and reliable service from staff and does not wish to appoint individuals with a high sickness record where there is no underlying medical reason. Please note this does not affect any individual's rights under the Equality Act; the College would wish to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled staff who meet the essential criteria will be guaranteed an interview.*