

Job advert

UTC South Durham Student Support Co-ordinator

Preparing students for outstanding STEM careers

NOR: up to 600 | **Age range:** 14-19 | **Start:** September 2016

Salary: NJC Local Government pay scale pt25 c£22k (pro rata term time plus 1 week)



Can you support our students to help them thrive?

University Technical College South Durham opens in September 2016 and will be the first UTC in the North East. With a focus on advanced manufacturing and engineering it will be located on Aycliffe Business Park, County Durham. We'll provide an outstanding education for 14-19 year olds, encompassing real, relevant workplace experience in partnership with world-class companies.

The chance to create an innovative education establishment is very rare and this is an exciting opportunity to join us from the start; co-ordinating pastoral and welfare support to help create an outstanding experience for our students. You will be a key member of a small support team led by the Business Manager, with a focus on ensuring that our students are safe and well supported in their learning.

You will have experience of providing pastoral support to students to ensure that they access teaching and learning effectively. You'll build positive relationships with staff, students, parents and external agencies. You can demonstrate the ability to challenge and motivate students to engage in learning.

Our sponsors, Hitachi Rail Europe, Gestamp Tallent and the University of Sunderland, are committed to creating an outstanding school that will provide a talented young workforce for companies in the North of England. If you have the expertise and commitment to make a life-changing impact on our students then we'd like to hear from you.

We are an equal opportunities employer and we are committed to safeguarding and promoting the welfare of children.

Closing date: Noon on Wednesday 6 July 2016 | **Interviews:** w/c 11 July 2016

To arrange an informal discussion, please email:
jobs@utcsouthdurham.org

Further information and application form
downloadable from:
www.utcsouthdurham.org/vacancies

No agencies please.



**University
Technical
Colleges®**

Job description

UTC South Durham Student Support Co-ordinator

Job title:	UTC South Durham Student Support Co-ordinator
Employer:	South Durham UTC Trust
Responsible to:	Business Manager
Salary:	NJC Local Government pay scale pt25 c£22k (pro rata term time plus 1 week)

Under supervision of the Business Manager, the Student Support Co-ordinator will be responsible for supporting UTC students to engage positively with their learning. As part of a small support team the Student Support Co-ordinator will provide the services below:

1. Support for students

- Participate in the assessment of students to determine those in need of particular help.
- Support the SEN provision of the UTC through close work with the SENCO.
- Assist the SENCO and teachers to develop IEP/behaviour/support/mentoring plans.
- Establish productive working relationships with students.
- Provide information and advice to enable students to make choices about their learning/behaviour/attendance.
- Manage the attendance routine of the UTC.
- Act as mentor for a small group of students.
- Manage the balcony area, ensuring a calm and productive learning environment.
- Manage students who are not following a normal timetable, ensuring that they have suitable work from teachers.

2. Support for teachers

- Establish constructive relationships with parents/carers, exchanging information, facilitating support for students' attendance, behaviour and access to learning.
- Liaise with feeder schools and external agencies to gather student information.
- Support students' access to learning using appropriate strategies and resources.
- Be responsible for keeping and updating records as agreed with colleagues, contributing to reviews of systems/records as requested.
- Assist in the development and implementation of appropriate behaviour management strategies.
- Assist in the development and implementation of appropriate attendance management strategies.

3. Delivering support services

- Ensure health and safety compliance within the support area.
- Implement agreed learning activities/teaching programmes.
- Be aware of and appreciate a range of activities, courses, organisations and individuals to provide support for students to broaden and enrich their learning.
- Determine the need for, prepare and use specialist equipment, plans and resources.
- Ensure the MIS system is accurate and effective.
- Contribute to the general administration of the UTC.
- Manage relationships with students, parents and staff.

4. Managing within the organisation

- Promote the UTC's values with staff, students and external agencies.
- Treat students as young adults, show them respect and earn theirs.
- Promote the Workplace Skills through discussion with students and by demonstrating them in a professional approach.
- Work with the Business Manager to critically evaluate the UTC's support service performance and influence change.
- Contribute to the CPD of other staff using own expertise and seek opportunities to develop personal knowledge and skills.
- Be efficient with resources and mindful of waste to ensure value for money.

5. Additional duties

- Act with integrity and ensure a high standard of care and safeguarding for all our students.
- Be aware of and comply with health and safety rules and legislation, ensuring the safety of students and staff at all times.
- Appreciate and support the role of other staff.
- Actively support teaching and learning.
- Contribute to the overall ethos/aims and mission of the UTC.
- Act in compliance with data protection legislation in respecting the privacy of personal information.
- Comply with the principles of the Freedom of Information Act 2000 in relation to the management of UTC records and information.
- Undertake additional duties as may be reasonably directed by the Principal where they meet the priorities of the UTC.

Person specification

UTC South Durham Student Support Co-ordinator

Training and qualifications	Essential	Desirable	Evidence
Appropriate level three qualification	√		Sight
Degree or equivalent		√	Sight
Specialist training eg SEN, Autism		√	Sight
Undertaken relevant CPD	√		Application

Experience of providing support services	Essential	Desirable	Evidence
Experience of working in a school or educational environment	√		Application/reference
Experience of dealing with a wide range of student support issues	√		Application/reference/interview
Contributed to the teaching and learning of students		√	Application/reference/interview
Extensive experience using MS Office and MIS systems		√	Application/interview

Professional knowledge and understanding	Essential	Desirable	Evidence
Understanding of SEN and child protection in education	√		Application/reference/interview
Good knowledge of student support	√		Application/reference/interview
Knowledge of behaviour management	√		Application/reference/interview
Knowledge of attendance management		√	Application/reference/interview
Awareness of external agencies	√		Application/reference/interview
Knowledge of activities to support teaching and learning		√	Application/reference/interview
Awareness of health and safety requirements in education establishments		√	Application/reference/interview
Skilled in the use of ICT	√		Application/reference

Personal qualities and skills	Essential	Desirable	Evidence
Honesty, integrity and professionalism	√		Reference/interview
Excellent interpersonal skills and builds positive relationships with staff, and students	√		Reference/interview
Able to organise, prioritise and meet deadlines	√		Reference/interview
Work efficiently and accurately	√		Application/reference/interview
Communicate well orally and in writing	√		Application/reference/interview
Possess the energy and drive to motivate staff	√		Reference/interview
Able to work as part of a wider team with a flexible approach to the role	√		Reference/interview
Able to respond calmly to challenging situations and demonstrate stamina and resilience	√		Reference/interview
Willingness to take on responsibilities beyond previous experience with suitable support	√		Application/reference/interview
Absolute commitment to the UTC ethos and attitude towards students as young adults	√		Application/reference/interview

Special requirements	Essential	Desirable	Evidence
No adverse criminal record	√		DBS check

UTC South Durham is committed to safeguarding and promoting the welfare of children and young people. We expect all employees and volunteers to share this commitment.