
	<b>Role Profile</b>
<b>Job Title</b>	<b>Learning Support Assistant Coach Mentor Co-ordinator</b>

<b>Salary range</b>	Point 30
<b>Contract</b>	Full time
<b>Main location</b>	Portland College
<b>Hours and basis</b>	37.5
<b>Reports to</b>	EQDA Team Leader
<b>Date of issue</b>	June 2023

<b>Why Portland College needs this role</b>
Portland College is an Outstanding, vibrant national college for disabilities and associated learning difficulties. We strive to develop every learner's unimagined potential with a personalised programme. The curriculum is underpinned by a range of accredited qualifications. We deliver a specialised sensory curriculum for learners with more complex needs.
<b>What you will be doing</b>
<b>Purpose of role</b> <ul style="list-style-type: none"> <li>• Coach, mentor and line manage new and existing Learning Support Assistants to ensure high quality learning support</li> <li>• Actively participate in the quality assurance of Learning Support Assistants intent, implementation, impact and evidence gathering</li> <li>• Work as part of a multi-disciplinary team of professionals in making positive contributions to help to raise standards of learner achievement, by ensuring learners and staff receive the effective and efficient support.</li> <li>• Support the provision for positive behaviour management, communication, ZOR and BHAC strategies through mentoring Learning Support staff and providing a positive role model</li> <li>• Liaise with other staff in planning, evaluating and adjusting learning activities as appropriate to meet the needs of individuals and review the impact with the support of the Quality Improvement Manager and Curriculum Managers</li> <li>• Provide Rota cover for Learning Support Assistants on a daily basis under the supervision of the Curriculum Manager.</li> <li>• Support quality assurance by undertaking dual quality activities.</li> </ul>
<b>Key results we want to see from this role</b>
<ul style="list-style-type: none"> <li>• Professionalise the role of the Learning Support Assistants</li> <li>• Learning Support Assistants working at good or better in line with Education and Training Foundation standards and the EIF</li> </ul>
<b>Dimensions of the role</b>
<ul style="list-style-type: none"> <li>• Coach and Mentor through supportive action plans Learning Support Assistants to ensure quality improvements to the expected standard</li> <li>• Provide Learning Support Assistant duties as and when required</li> </ul>

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<b>Key work relationships</b>	
<ul style="list-style-type: none"> <li>• Quality Improvement Manager and Curriculum Managers</li> <li>• PBS and Therapy Managers</li> <li>• Delivery staff</li> </ul>	

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Other information	
<p>Portland College is committed to safeguarding and promoting the welfare of its learners, customers, volunteers and staff. We expect all our staff to be aware of their responsibilities to protect learners, citizens, customers, volunteers and staff from abuse or harm and to promote Fundamental British Values.</p> <p>Successful applicants will be required to undertake a Disclosure and Barring Service (DBS) check and to provide proof of their right to work in the UK.</p> <p><b>Other Duties &amp; Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Such other duties as the management may from time to time reasonably require</li> </ul> <p>The above role profile is not all encompassing and is subject to regular review.</p>	
<hr/> <p><b>Signature of post holder</b></p>	<hr/> <p><b>Date</b></p>
<p>I have read and accept the duties and responsibilities outlined in this role profile.</p>	

