



## Role Profile

Job Title

**Further Education Care Coordinator**

Salary range

Point 30

Contract

52 week contract

Main location

Portland College

Hours and basis

37.5

Reports to

Curriculum Manager

Date of issue

April 2023

### Why Portland College needs this role

Portland College is a vibrant national college for people with a wide range of disabilities and associated learning difficulties. We strive to develop every learner's unimagined potential with a personalised study programme. We are an outstanding provider following an Ofsted inspection January 2023. An FE Care coordinator leads a team of highly skilled care support workers who provide crucial person-centred care to learners on a daily basis ensuring the college meets the care, medical and well-being needs of its learners. The role of the coordinator also ensures that the service and support meet the Essential Standards of Quality and Safety and Ofsted requirements.

### What you will be doing

#### Purpose of role

- Line management of the FE Day Care team, monitor performance through completion of Individual Performance Review (IPR) and 1-2-1 supervisions.
- Mentor new and existing FE Care support staff to improve practice, confidence and competence in the delivery of care support.
- Lead in the learner initial assessment process and maintain accurate records and information in relation to the learner needs. This may include external assessments for learners with specific care support needs.
- Produce high quality of assessment care plans, manual handling plans, and ensuring all relevant information is up to date.
- Support the Quality Assurance process by undertaking observations with a specific focus on care support including support in the dining room.
- Attend Multi-Disciplinary Team meetings.
- Ensure accurate information is up to date on medication plans and lead on the collection, booking in/out, administration and staff training for medication.
- Report any medication errors or omissions, including near misses in line with College policies and procedures.
- Undertake training and be responsible for managing and monitoring PEG feeds.
- Lead and documentation for medication
- To deliver personal care requirements in line with the person-centred plan of care.
- Ensure all support, care and guidance are provided with due regard to the Mental Capacity Act 2005
- Monitor the well-being of learners and report any concerns to the appropriate staff member without delay.

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- Support Learners with eating and drinking in line with the eating and drinking guidelines.
- Supporting learners to and from transport on arrival and departure times.
- Identify learner's needs for care, independence and support whilst on assessment and throughout the learner's involvement at College.
- Support individual learners to attend curriculum and enrichment programmes in accordance with their ILP.
- Participate in learner reviews and provide feedback on learner progress towards independence targets based on personal care.
- Maintain accurate, legible and dated records based on learner's individual care needs.
- Monitor the Health & Safety of the different environments and report any concerns directly to their immediate line manager.
- Monitor learner's mobility and promote learners to be as self-managing as possible.
- Manage learner's behaviour in line with identified needs and college policy in order to minimise inappropriate behaviour and safeguard those who may be at risk.
- Be responsible for parental contact for personal care and medication matters.

## Key results we want to see from this role

- Being an effective role model for the standards of behaviour required by the college.

## Dimensions of the role

- You will be working with a team of highly motivated teaching personnel and will work flexibly across the service to ensure the seamless delivery of a person-centred approach and individual learning plans to all our learners, citizens and their families.

## Key work relationships

- Liaise with the FE delivery team, Learning Support Assistants and therapy teams to ensure the effective delivery of the whole college curriculum.
- Lead on the liaison with external agencies and visitors to the College e.g. social workers, transport companies, transport drivers and escorts, parents/guardians
- Liaise with relevant staff to ensure the care needs of the learner's needs are met, i.e., Physiotherapy, Speech and Language and Occupational Therapy etc.
- Liaise with the Progression tutors to ensure the best level of health care possible for designated learners.
- Participate in the agreed system of Individual Performance Review (IPR) and own performance review.

## Other information

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.



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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.

### **Other Duties & Responsibilities**

Such other duties as the management may from time to time reasonably require

The above role profile is not all encompassing and is subject to regular review.

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**Signature of post holder**

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**Date**

I have read and accept the duties and responsibilities outlined in this role profile.