

Learning Support Coordinator

Job Role:	Learning Support Coordinator
Location:	Academy of St Francis of Assisi, Gardner's Dr, Liverpool L6 7UF
Salary:	Grade 6, SCP 24-29 (£34,314 - £38,626)
Contract:	Permanent, Term Time + 5 INSET days
Reports to:	Senior Leader, SEN

We are looking for a Learning Support Coordinator who will work as part of our SEN team providing support to children with additional needs. You will be a core part of the team working closely with two other Learning Support Coordinators and the SENCO. Ideally, you will have a good understanding of neurodiversity and experience of providing support for children with SEMH needs.

You will be an enthusiastic and passionate person with a good work ethic, a sense of moral purpose and a genuine desire to make a difference to the lives of our young people. You will help us drive change and create a happy and safe place for learning together and achieving ambitious objectives. You will be driven by a desire to serve our community and young people. If you feel that your values and ambitions align with ours, and you believe that you can support our journey to deliver our vision, we would love to hear from you.

The Academy of St Francis of Assisi is a family, guided by Christian love and following in the footsteps of Christ. It is an 11-16 Academy with 900 students on roll. We are focused upon improving the quality of education and driving up standards of achievement rapidly. It is a busy, dynamic, and exciting place to work. We are committed to ensuring that every student is as successful as possible. We strive for excellence, cherishing every child in our care as a unique thumbprint of God, enabling all to realise their full potential.

Our curriculum is designed to open doors and unlock minds to ensure that all our students are given opportunities to thrive and shine. We concentrate on providing the highest quality of teaching, with bespoke CPD for all staff to support this, the best possible student support, and an engaging and appropriate curriculum.

The Academy of St. Francis of Assisi benefits from its membership of the All Saints Multi Academy Trust, a unique Joint Denominational Multi Academy Trust in Liverpool.

To find out more about our school, please visit [The Academy of St Francis of Assisi – Part of the All Saints Multi Academy Trust](#).

Additional Notes

- All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made where necessary.
- This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

- The job purpose and key statements remain indicative and by no means exclusive – given the evolving needs of the academy, flexibility among staff is very important.
- The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- A DBS certificate will be required on successful application to a position at the academy.

Person Specification

Qualifications and Professional Development	Essential	Desirable
5 GCSE passes A* - C or equivalent	Y	
NVQ Level 2 or equivalent in teaching assistance		Y
Experience, Knowledge and Understanding		
Assessing individual support needs and making appropriate support/strategy recommendations	Y	
Supporting individuals with a diverse range of learning difficulties and or disabilities	Y	
Monitoring and reviewing student progress towards desired outcomes	Y	
Supporting transition for students with SEND	Y	
Leading and managing a team of Learning Support Assistants		Y
Statutory requirements for Education, Health and Care Plan Reviews	Y	
General understanding of the national curriculum	Y	
Understanding of basic learning programmes and techniques	Y	
Experience of working with secondary aged students	Y	
Knowledge of classroom roles and responsibilities	Y	
Understanding of health and safety in the workplace		Y
Skills and Attributes		
Good interpersonal skills	Y	
Good team player	Y	
Commitment to supporting students and colleagues	Y	
Good written and oral communication skills	Y	
Able to manage classroom activities safely	Y	
Ability to organise classroom resources	Y	
Good organisational skills	Y	
Able to be flexible and use initiative	Y	

Able to relate well to children	Y	
Good time management	Y	
Ability to stay calm under pressure	Y	
Willing to undertake training	Y	
Ability to relate to parents/carers	Y	
Patience and enthusiasm	Y	
Approach to Work		
Commitment to the Academy's Christian ethos	Y	

This job profile remains indicative and by no means exclusive. Given the evolving needs of the Academy, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced DBS Check.

The Trust is an equal opportunities employer.