

Post Title	Curriculum Support Coordinators
Location	Craven College, Skipton (Multi Site)
Rate of pay	Craven College Harmonised Scale point 6 £25,620.81 per annum, pro-rata to £22,171.85 per annum (working 40 weeks, paid for 45 weeks)
Hours	37 hours per week - Term Time only (40 working weeks, paid 45 weeks)
Responsible to	SEND Coordinators
Special Conditions	This post is subject to a probationary period of 6 months, upon successful completion of which will become permanent. A full enhanced disclosure check via the Disclosure & Barring Service will be required for this post
Closing Date	Sunday 9 November 2025
Interview Date	TBC
Post No.	B243D

If you have not heard from us within 28 days of the closing date on this occasion you have not been shortlisted. Please feel free to apply for futures roles as appropriate.

If you experience any difficulties in accessing any employment information or completing the College application form, please contact Human Resources HR@craven-college.ac.uk

MAIN JOB PURPOSE

You will be a passionate and empathic individual with excellent interpersonal skills as you will be the key contact for a caseload of high needs students.

You will have experience of working closely with students with specific learning difficulties and disabilities who face barriers to learning.

You will liaise closely with Curriculum Heads of Department, linking in the Learner Support Assistants, to ensure the support needs of the students is shared and understood by all staff.

You will advise teaching staff of any reasonable required adjustments to support inclusive teaching and learning.

To assist teaching staff with teaching, learning and assessment of individual and small groups of students, with additional support needs.

To identify strategies to promote independence and ensure information on progress is recorded accurately.

To ensure that the service directly contributes to positive student outcomes, improved success rates, increased employability and appropriate progression for every student who uses the service with a focus on preparing for adulthood.

The ability to work flexibly and build positive relationships with all stakeholders is essential.

KEY DUTIES AND RESPONSIBILITIES

This job description is a guide to the duties you will be expected to perform immediately on your appointment. These may change in the future in line with the strategic direction and development of the College.

- To provide effective line management, supervision, and direction for a team of Learner Support Assistants this will include managing sickness, timetabling managing performance and training and conducting Personal Development Reviews (PDR's).
- To attend annual EHCP reviews or identify Learner Support Assistants who are able to attend, and compile EHCP curriculum feedback for the reports which provide information for progress made against outcomes.
- Attendance at weekly departmental meetings for SEND and Curriculum.
- To lead on departmental transition (including students progressing within)
- Work collaboratively with progress coaches to review targets of EHCP learners.
- Liaise with Pastoral and Study Support teams to coordinate additional learner support.

- Signpost students who have declared a need to the appropriate college services for support.
- To attend and provide support at all open events at Skipton and Aviation.
- To timetable the supervision of high needs students when they are not directly supervised including breaks, lunchtime. Responsible for ensuring appropriate staffing is in place in line with transport arrangements
- To be the key contact for a caseload of high needs students linking with other support assistants, teaching staff and SEND Coordinator.
- Monitor information on progress and strategies used is recorded accurately and provide timely reports as required.
- To support independence and enable students to successfully complete their chosen course of study and to gain the skills necessary to progress to the next level of study, work or independence and to assist in the recording of competence assessments.
- To assist in escorting and supervising students on educational visits and out of school activities ensuring correct levels of support are in place to facilitate this.
- To carry out tasks associated with students' personal hygiene in line with specific needs, (including personal intimate care) and welfare, including physical and medical needs, whilst encouraging independence.
- To assist with emergency evacuation plans and practices and helping with all emergency evacuations.
- To share appropriate information about students with tutors, Learner Support Assistants and other professionals as required, with due regard to professional boundaries, maintaining appropriate levels of confidentiality.
- To support SENDCOs to work closely with parents, guardians and outside support agencies in agreeing strategies that overcome barriers to participation or learning progression.
- Under the direction of the tutor, to assist in the adaptation of learning materials and activities to meet the needs of individual students.
- To be vigilant and observe the health and safety regulations and practices regarding the learning environment.

- To participate in the College's appraisal scheme, attend relevant staff development as necessary and undertake continuous professional development in line with College policy and legal requirements.
- You will be expected to be fully conversant with and implement the College's range of equality and diversity, safeguarding and prevent policies and procedures, to ensure the health, safety and welfare of all learners and staff.
- To ensure that interaction with learners is inclusive, fosters good relations between different groups of people, paying attention to specific needs identified by the tutor through assessment, being mindful of cultural or gender differences.
- Any other duties commensurate with grade and status as may reasonably be requested.

PERSON SPECIFICATION

The person we are hoping to appoint will meet all the following essential requirements and some or all of the desirable requirements.

ESSENTIAL REQUIREMENTS

- Experience and knowledge of management of staff or willingness to undertake required training.
- Computer literate.
- Qualified to Level 2 (GCSE Grade A*-C or equivalent) in English and maths (or willing to work towards completion within a specified time frame);
- Experience of supporting people who have learning difficulties and/or disabilities.
- Ability to communicate effectively and develop rapport with vulnerable adults and young people with special needs or learning difficulties.
- Able to assist teaching staff in the delivery of Individual Learning Plans and students' core or essential goals.
- Ability to assist in the maintenance of student records and provide reports as required.
- Possess an approved Disclosure & Barring Service Enhanced Disclosure certificate or happy to apply.

DESIRABLE REQUIREMENTS

- Appropriate level 3 qualification in support, or willingness to work towards
 - Current First Aid Qualification or willingness to work towards.
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