## 1. JOB IDENTIFICATION

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| Post Title: | Educational Support Co-Ordinator |
| Accountable to: | Deputy Principal for Students and the Curriculum |
| Responsible to: | Educational Support Manager |
| Salary: | £37,149 per annum |

## 2. PRINCIPAL JOB PURPOSE

To contribute to the effective delivery of the Educational Support Team's services by line managing the Educational Support Administrators and Student Support Workers, and taking responsibility for the administrative tasks currently performed by the Educational Support Advisers. The role ensures the smooth functioning of operational and administrative processes within the team to support students.

## 3. MAIN DUTIES & RESPONSIBILITIES

- Line manage the Educational Support Administrators and Student Support Workers, overseeing their day-to-day operations.
- Assume responsibility for administrative tasks to support Personal Learning Support Plans (PLSPs) and other relevant student documentation.
- Assist with Disability Students Allowance administrative tasks including quotes, draft reports etc as directed by the Educational Support Advisors.
- Timetable classroom support for students to enable access to the curriculum and assist with support when required.
- Ensure compliance with SQA and internal procedures for requesting and reviewing Assessment Arrangements, supporting Educational Support Advisers as required.
- Co-ordinate and monitor the team's workload, ensuring timely and accurate administrative support for the Educational Support Advisers.
- Liaise with the Educational Support Advisers to ensure that all administrative aspects of the student support process are handled efficiently, including documentation, diary scheduling, and communication.
- Support the Educational Support Manager in the operational planning and administrative coordination of the Educational Support Team.
- Serve as a point of contact for internal and external stakeholders regarding administrative processes, and represent the team in meetings and at events as required.

- Undertake data collection, analysis, and reporting to assist the Educational Support Manager in monitoring the team's effectiveness and impact.

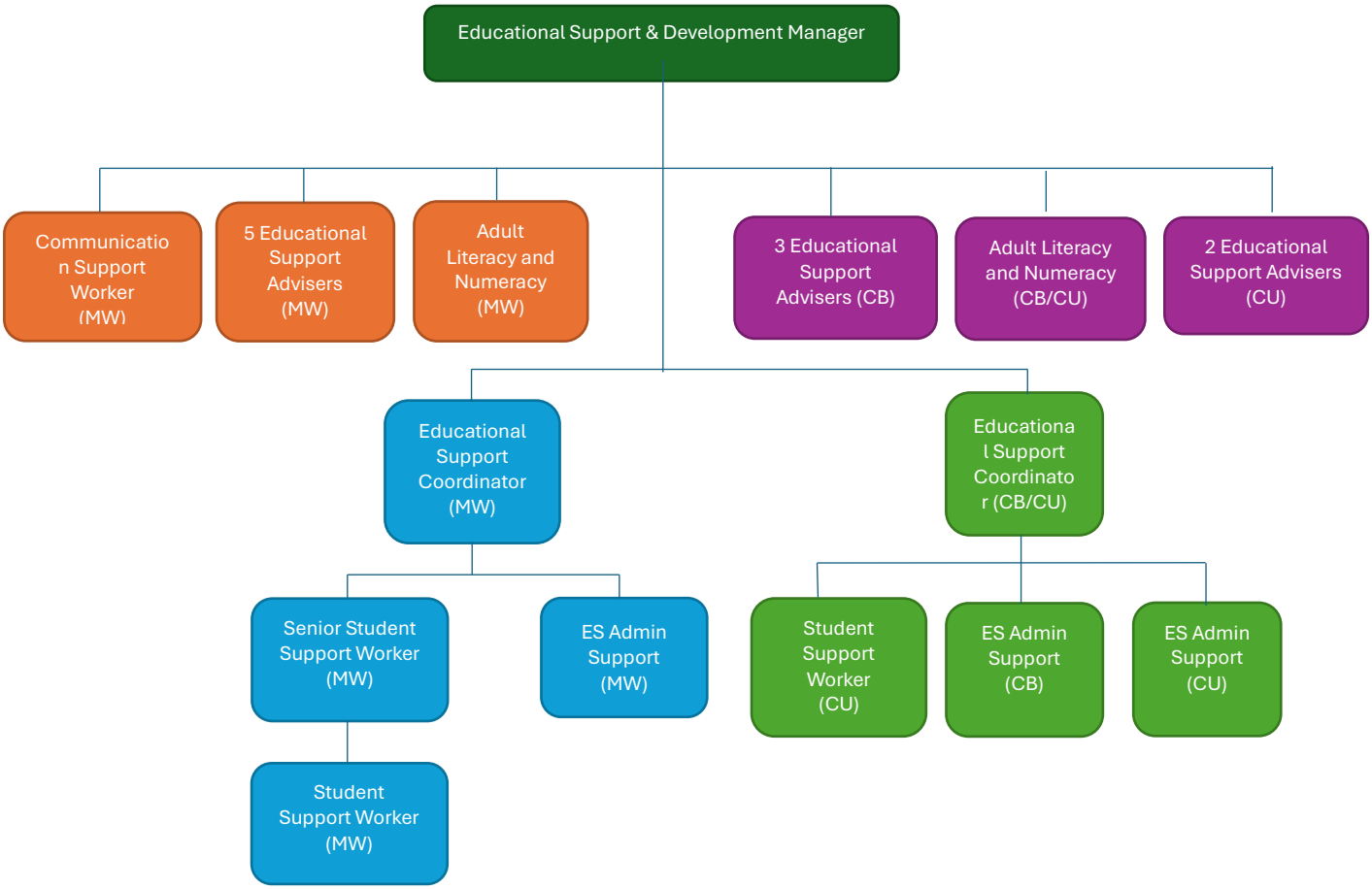
- Assist with the onboarding and induction of new team members, ensuring they are well-versed in administrative procedures.

- Engage in professional development activities to maintain knowledge and understanding of administrative systems and processes related to educational support.

- Undertake any other related administrative duties as designated by the Educational Support Manager.

## 4. ORGANISATIONAL RELATIONSHIP

This post is one of two Educational Support Co-Ordinator posts reporting to the Educational Support and Development Manager.



## 5. WORKING ENVIRONMENT

**Physical:**

- The post is office-based, with travel between campuses and attendance at external meetings as necessary.
- ICT skills required for production of reports, documentation, and e-communication.

**Mental:**

- Frequent interruptions to work which require work priorities to be reviewed.
- Dealing with range of unrelated issues simultaneously.

**Emotional:**

- Dealing with periods of high workload.
- Maintaining measured and professional attitude and approach at all times.

**Health and Safety Statement**

As a member of staff of New College Lanarkshire, you will fulfil the health and safety responsibilities specific to your role as set out in the Health and Safety Policy to support the College vision and aims. You will assist in the achievement of compliance with statutory provisions and Health and Safety Policy objectives. You are required to take all reasonable care for yourself and others, undertake any training relevant to your position, participate in Health and Safety initiatives and make full and proper use of any control measures provided to reduce or eliminate risks to Health and Safety.

**Relationships**

The Educational Support Co-Ordinator will report to the Educational Support Manager and work closely with the Educational Support Advisers. They will collaborate across the Educational Support Team and with external partners as necessary.

**PERSON SPECIFICATION**
**Educational Support Co-Ordinator**

**Education and Qualifications**

- Qualified to HNC (SCQF level 7) or equivalent in an appropriate discipline
- PDA Inclusiveness qualification (desirable)

**Experience**

- Experience of working in an educational environment
- Experience of working with a 16+ age group
- Experience in an administrative or coordination role within an educational setting.
- Experience in line management or supervisory roles (desirable)
- Experience of timetabling and arranging assessments (desirable)
- Experience of working with people with additional support needs (desirable)

**Skills and Aptitude**

- Computer literate with excellent working knowledge of Microsoft Office packages and video conferencing platforms
- Clear and effective communicator with strong organisational and interpersonal skills.
- Familiarity with assistive technology (desirable)

**Personal**

- Able to prioritise workload
- Flexible approach to work
- Commitment to College ethos
- Ability to work both independently and collaboratively as part of a team.