



Job Description:

Learning Support Coordinator



Learning Support Coordinator
REF: LSU047-846

The role:

The Learning Support Coordinator post will play a central role in delivering high quality, student centred learning support across Southport College and King George V Sixth Form College. The post-holder will coordinate support for students with SEND, including those with Education, Health and Care Plans (EHCPs), oversee wellbeing related adjustments, and contribute to whole College inclusion initiatives.

The role includes line management responsibility for a cohort of Learning Support Assistants (LSAs) and involves working closely with a range of internal and external partners. The post-holder will report directly to the Learning Support Manager and will collaborate regularly with the Director of Learning Support & Inclusion across the Southport Education Group.

Responsible to:

The postholder is responsible to the Learning Support Manager.

Key Accountabilities and Responsibilities:

Working closely with:

- Director of Learning Support & Inclusion
 - Learning Support Manager
 - Curriculum teams and Progress Tutors
 - Safeguarding, Welfare, Admissions and Attendance teams
 - External agencies (Local Authorities, NHS professionals, therapists, social care, schools)
1. Oversee and coordinate the Annual Review process for a cohort of students with EHCPs, ensuring statutory deadlines are met.
 2. Host Annual Review meetings, gather internal/external contributions and distribute updated documentation.
 3. Monitor and track provision, outcomes and progress for learners with EHCPs.
 4. Conduct robust Initial Assessments and produce clear, comprehensive Student Support Plans, updating these at agreed intervals.
 5. Liaise with Local Authorities regarding new and existing EHCP learners.



6. In liaison with the Director of Learning Support and Inclusion and the Learning Support Manager, coordinate support for students with learning difficulties, disabilities, medical needs and/or mental health needs.
7. In collaboration with the Director of Learning Support and Inclusion and the Learning Support Manager, provide real time, relevant information in relation to timetable changes and arranging cover where necessary, including during events such as Welcomefest, and Master classes.
8. Work closely with Progress Tutors, Specialist Support Tutors and curriculum teams to ensure effective support.
9. Track and record learning support provision using College systems (e.g., ProMonitor, ProSolution).
10. Contribute to transition processes, including attendance at Year 11 reviews, school visits, and taster activities through liaison with Schools Liaison team.
11. Line manage a cohort of LSAs, including:
 - Conducting appraisals, return to work meetings and team meetings
 - Respond to timetable changes and deployment of LSAs
 - Ensuring high-quality standards of support
 - Providing mentoring and induction for new staff
12. Provide reader/scribe support when required.
13. Liaise with Director of Learning Support & Inclusion, Health & Safety, Safeguarding and medical practitioners regarding students with health conditions, including contributing to risk assessments related to medical needs and pregnancy.
14. Provide accurate reports for internal and external stakeholders.
15. Represent Learning Support in meetings such as Departmental meetings, Positive Behaviour meetings, safeguarding discussions and supportive meetings.
16. Support enrolment, admissions, learner voice, events and cross-College activities as required.
17. Work flexibly across College sites.
18. Maintain accurate, timely records, reports, data, and statistics.
19. Use College IT systems effectively (ProMonitor, ProSolution, MS Office tools).
20. To support the smooth running of the Learning Support Hub, including behaviour management and promoting reengagement in lessons (e.g. returning to class)



21. Required to work occasional evenings

22. To undertake any other duties commensurate to the post as directed by your Line Manager.

The above duties are indicative of the requirements of the post at the time of recruitment. It is management policy that roles and responsibilities are reviewed on a regular basis leading to possible modifications where appropriate. Staff may be asked to undertake other duties as may be reasonably required commensurate with the post, at the initial place of work or at other locations from which the College operates.

The Person:

The successful candidate will be the one whose professional and personal qualities correlate most closely with the following profile:

Qualifications and Attainments	Essential/ Desirable	Method of Assessment
Level 3 qualification	E	A
Level 2 English and Maths	E	A
Evidence of recent, relevant professional development	E	A
First Aid qualification (or willingness to achieve within set timeframe)	D	A/I

Experience		
Working with students with learning difficulties, disabilities and/or medical needs	E	A
Experience coordinating support or supervising staff	D	A/I
Experience completing assessments and support plans	E	A/I
Knowledge of EHCP processes and SEND Code of Practice	D	A/I
Experience delivering support in FE or a similar educational environment	E	A/I
Strong ICT and administrative skills	E	A/I
Experience supporting exam access arrangements	E	A/I

Knowledge, Skills and Attributes		
Excellent communication and interpersonal skills	E	I
Strong organisation and workload prioritisation	E	I
Ability to use initiative and work proactively	E	I
Effective team working and collaborative approach	E	I
Ability to maintain accurate records and produce reports	E	I
Flexibility to work across sites and respond to operational needs	E	I



Understanding of the barriers learners may face and commitment to removing them	E	I
Ability to work in a way that promotes the safety and wellbeing of children & young people	E	I
To work in accordance with and promote the Southport Education Group's Staff Charter, "Our Values"	E	I
Positive, flexible and adaptable approach	E	I
Willingness to commit to adhering to Southport Education Group policies and procedures with regards to Safeguarding, Prevent, Equality & Diversity, Health & Safety, GDPR etc.	E	I

Method of Assessment: A – Application, I – Interview, AS – Assessment

Salary:

£30,063.00 to £32,034.00 per annum

Summary of Terms and Conditions of Employment:

There will be an annualised working year of 1,498 hours. The weekly pattern of hours to be worked are commensurate with the needs of the College.

The post-holder will be entitled to receive normal remuneration for all Bank and Public Holidays normally observed in England and Wales (currently eight days) and to a further 39 working days' holiday in each holiday year (being the period from 1 September to 31 August). The College may close for a number of working days in the interest of efficiency. If this occurs the taking of annual leave will be directed by the Corporation up to a maximum of 9 days. Typically, these closures occur over the Christmas and Easter periods.

Evening and/or early morning duty may be necessary during August, September and January for enrolment/examination registration and general enquiries. Annual leave may not be taken from 20 August until the 2nd week in September.

The postholder will be eligible to contribute automatically to the Merseyside Pension Fund (subject to qualifying conditions). Details of the scheme in operation can be found in the vacancies area of the College's website.

During their employment with the College the postholder will be expected to conduct themselves in a manner appropriate to the professional image of the College. The postholder will be expected to provide a prompt and efficient service and to maintain appropriate standards of personal appearance at all times.

A disclosure from the Disclosure and Barring Service (DBS) will be requested in the event of a successful application to this post.



All applications for disclosures are dealt with in accordance with the DBS's Code of Practice and the College's Policies on The Recruitment of Ex-Offenders and on The Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information. Copies of the Code of Practice are available from the Human Resources Department on request. Copies of the policies are available on the College's website on www.southport.ac.uk and the College's Intranet.

Southport Education Group is committed to safeguarding and promoting the welfare of children and young people. Copies of the College's Child Protection and Vulnerable Adults Policy and Procedures are available on the College's website on www.southport.ac.uk and the College's Intranet.

Timetable for Appointment:

Deadline for receipt of applications: Friday 5th June 2026 (10:00am)

Interviews will be held: Thursday 18th June 2026

Application Procedure:

An application form should be completed and supported by a letter of application, which succinctly but comprehensively identifies your reasons for applying and how your career to date may have equipped you for the post.

Completed applications should be returned via email to personnel@southport.ac.uk

CVs alone will not be accepted.

Upon receipt of your emailed application form, we will acknowledge your application via return email. If you haven't received a confirmation email prior to the closing date for the vacancy, please check your 'spam' or 'junk mail' folder. If the email is in this folder, please mark it as 'not spam/junk'. This should ensure that any further emails we send to you are not missed.

In the interests of economy, you will not hear from us again unless you are shortlisted. Your interest in the post is greatly appreciated.

