



**APPOINTMENT OF
LEARNING
ENHANCEMENT
CO-ORDINATOR**

August 2023

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1. Introduction

Thank you for your interest in the role of Learning Enhancement Co-ordinator. As Spurgeon's College enters its 167th year of ministry, it continues to play a significant role in the life of the Baptist Union and theological education in the United Kingdom and beyond. Having achieved non subject-specific Taught Degree Awarding Powers and the power to validate other institutions in May 2022, the College has exciting and diverse plans for the future.

We are committed to our mission to train men and women for Christian mission, ministry and leadership in the contemporary world, and excellent financial operations, management and leadership underpin the College to further the mission.

Spurgeon's College has a worldwide reputation for its work in Christian theological education and has a global reach in its student body.

Spurgeon's College was founded in 1856 by Charles Haddon Spurgeon, the leading nonconformist preacher in 19th century Britain. Formerly located with the Metropolitan Tabernacle at the Elephant and Castle in Southwark, it moved to its present premises in 1923. The College is in membership with the Baptist Union of Great Britain, the Evangelical Alliance and Micah Global.

The College has always trained students for the Baptist ministry. In the last two decades, its provision has diversified considerably, and Spurgeon's has become known for its enterprise and initiative in developing new courses in response to the changing needs of church and society. At any one time the College has 600-700 full-time, part-time and online students registered across its programmes, with around 100 normally on-site at some point each week during term time.

2. Mission, Vision, and Values

Mission

Our mission is to train men and women for Christian mission, ministry and leadership in the contemporary world.

Vision

- To cultivate a creative learning environment allowing every student to develop spiritually, academically, emotionally and socially
- To deliver a relevant, structured curriculum tailored to training men and women for mission, ministry and leadership for all who wish to deepen their understanding of the Scriptures and theology
- To develop the College's position, in the global and diverse city of London, as a research-led, experience-based centre of excellence delivering positive outcomes for students
- To maintain the highest professional and ethical standards in every area of College life

Values

- We believe in the inherent moral equality, dignity and worth of every individual
- We value the unique distinctiveness of each member of the College community
- We celebrate the richness of being a diverse and inclusive community
- We believe that as a community meeting daily for worship we must be careful to listen to God and discern his will and purpose
- We will promote the general wellbeing of all members of the student community and College staff
- We are committed to assisting every student in reaching their potential

3. Context to the role

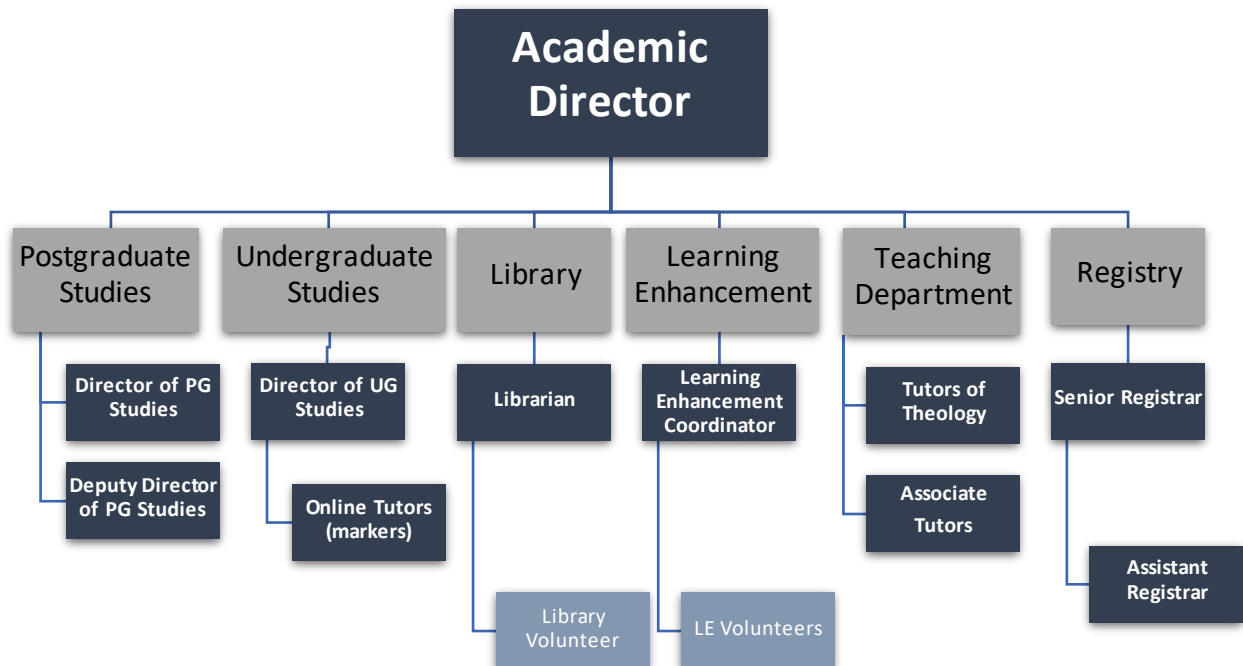
The Learning Enhancement department provides learning support to all students with an identified learning need who attend Spurgeon’s College, whether they are training as ministers or counsellors, or pursuing another course for their own personal interest or development. Support is also provided for those with English as an additional language (EAL). The Learning Enhancement Co-ordinator manages and works with a team of volunteers who provide 1-2-1 learning support for students. Learning Enhancement can be provided on a face-to-face basis and virtually.

The present Learning Enhancement Co-ordinator has recently secured a full-time job in an institution nearer to their home and hence this vacancy has arisen.

Although home and flexible working will be offered as part of this role, there will be a requirement to be on site at arranged times when students are in the building to provide face to face assistance.

The role sits within the academic department and the Academic Director line manages the Learning Enhancement Co-ordinator role.

Academic Department organigram



4. Job Description

- Your main role will be to co-ordinate support for all students who require additional support with their learning including those who have a specific learning difficulty such as dyslexia or dyspraxia or a physical disability which impacts on their learning, and those whose first language is not English. These students may be studying in college or through Distance Learning.
- The department is made up of the Learning Enhancement Co-ordinator supported by a small team of Learning Enhancement volunteers.
- The Learning Enhancement Co-ordinator will report directly to the Academic Director.

Other key responsibilities

- To provide one-to-one support for students who require additional support with their learning
- To provide regularly updated documents which detail the needs of all students who require additional support with their learning
- To regularly liaise with teaching and professional staff as appropriate to ensure that the needs of the above students are met
- To provide regular one-to-one support sessions to assist with the planning and construction of written assignments as well as the use of accurate grammar, punctuation and spelling
- To provide support for students in areas such as time management, organisational skills, processing of information, note taking and referencing
- To provide one-to-one sessions for students who have a specific learning difficulty, or whose first language is not English, in specific aspects of the English language in which they are experiencing difficulties
- To keep a regular record of the content of one-to-one support sessions and the progress the student has made
- To assess students whose learning needs become apparent during their course, including an initial screening assessment for a specific learning difficulty
- To advise students regarding accessing appropriate external agencies to diagnose and meet their additional needs, such as Educational Psychologists, and sources of help such as the Disabled Student Allowance
- To provide staff with support and advice with regard to their teaching of students who require additional support with their learning

- To provide INSET to teaching staff on matters relating to learning enhancement when required
- To liaise regularly with the Study Skills department on such topics as essay construction, note taking, malpractice and plagiarism
- To liaise regularly with the college's Disability Officers for learning needs and physical needs
- To construct a Learning Enhancement List at the beginning of each semester which provides details of those students who require additional support with their learning: student names, ID numbers, courses, specific needs, names of support workers and the nature of the support provided
- To construct a Learning Enhancement Plan for some students who receive additional support with their learning which will include details of their specific needs, how these needs will be met, SMART targets, and a record of the content of one-to-one support sessions and the progress the student has made
- To ensure that all relevant Learning Enhancement documents including Learning Enhancement Lists and Student Learning Plans are kept up to date and are available to all teaching staff on Moodle throughout the academic year
- To ensure that both the Student and Staff sections of the Learning Enhancement area on Moodle are kept up to date with teaching and learning resources which might be helpful to both students and staff
- To ensure that the department keeps up to date with academic developments including changes to the curricula for the programmes at both undergraduate and postgraduate level
- To participate in the orientation of new students and administer a Pre-sessional Study Skills assignment
- To provide feedback to students on their completion of the Pre-sessional Study Skills assignment and identify those who might benefit from ongoing support from the Learning Enhancement Department
- To provide a report for, and attend, the Learning Enhancement Committee meetings which are held several times a year
- To provide reports for Academic Board and other college committees when required
- To attend regular meetings with the Line Manager
- To attend regular departmental meetings
- To work closely with the Learning Enhancement volunteers, providing induction and ongoing training, regular liaison and monitoring of their work with the students
- To coordinate events relevant to Learning Enhancement, for example for weeks such as Disability Awareness Week.

Other duties

- Support the mission, vision and values of the College
- Attend and contribute to staff meetings and training days as required
- Work within all Colleges policies, in particular with regard to financial regulations, health and safety, data protection, equal opportunities and ICT usage
- Undertake continuous personal and professional development and facilitate development opportunities for the staff you manage
- Carry out other such duties as the College may from time to time request, commensurate with the grade and responsibilities of the post. The duties listed above may be varied from time to time without changing the essential character of the post.

5. Person Specification

Knowledge and experience

Essential

- Excellent English language and literacy Skills
- Good numerical skills
- A working knowledge of Office 365
- Excellent communication skills
- Self-motivator
- Experience of working with adults with SEND / additional needs

Desirable

- Previous experience in a similar role
- TEFL qualification
- Experience of One-to-one tuition
- NVQ3 for Learning Support Assistant or equivalent
- Membership of:
 - ADSHE, The Association of Dyslexia Specialists in Higher Education
 - BDA, The British Dyslexic Association
 - The Dyslexia Guild
 - PATOSS, Professional Association of Teachers of Students with Specific Learning Difficulties

Personal characteristics and abilities

- Ability to prioritise own work effectively and & delegate as required.
- Ability to support the activities of others.
- Ability to meet tight deadlines and often changing timescales.
- Ability to use initiative and solve problems.
- Ability to deal positively and constructively with change and to juggle conflicting priorities.
- Ability to work well in a dynamic and fast-paced organization and manage multiple tasks and conflicting priorities.
- A student-centred approach and demonstrable excellent customer service skills: both orally and written.
- Strong planning and organisational skills.
- Excellent analytical skills; the ability to analyse complex facts and situations and develop a range of options.
- Ability to handle sensitive and confidential issues, keeping manager informed at all times.
- Ability to make decisions autonomously when required.

6. Terms of appointment

Contract type

The role at Spurgeon's College will be offered on a permanent part-time basis.

Hours of work

24 hours equivalent. There is flexibility regarding when hours are worked – but there will be a requirement to be at the College on at least one day a week, for a few hours.

The College has a Flexible Working Policy.

Salary

The salary, which is subject to annual review, will be £25,000 per annum pro rata.

Pension

The College offers a defined contribution pension scheme, to which both the College and individual staff members contribute. Details will be provided on request.

Annual leave

You will be entitled to 20 days' worth of paid holiday in each holiday year, plus public holidays and any College closure days (subject to the latter falling on your usual working days). Your entitlement to holiday, public holidays and college closure days will be calculated on a pro rata basis.

Location

Your normal place of work will be Spurgeon's College, South Norwood Hill, London SE25 6DJ, but some hours can also be worked from home.

Permission to work in the UK

You will be required to meet the normal eligibility requirements to work in the UK or an appropriate work permit.

Equality, Diversity and Inclusion Policy Statement

Spurgeon's College is committed to securing equality, diversity and inclusion in employment and to the creation of an environment in which individuals are selected, trained, promoted, appraised and otherwise treated on the sole basis of their relevant merits and abilities. To enable us to monitor the implementation of our policies at all levels we would like you to answer our equality, diversity and monitoring questions. The filling of this form is not mandatory.

7. How to Apply

The closing date for applications is 12 noon on 8th September 2023

Your application should include:

- A covering letter
- A completed application form downloadable the website (www.spurgeons.ac.uk/vacancies)

Your application may include:

- Equality, diversity and inclusion monitoring questions downloadable from the website (www.spurgeons.ac.uk/vacancies)

Applications should be sent by email, in confidence, to Mrs Sophie Ellis, Projects and Personal Assistant, s.ellis@spurgeons.ac.uk

Interview date: Thursday 14th September 2023

Interviews will be undertaken in person. Shortlisted candidates will be notified of details. The successful candidate can take up the role as soon as available.

Data Protection:

All data supplied by applicants will only be used for the purpose of determining their suitability for the post, and in accordance with our privacy policy which can be found on our website [here](#).