



APPOINTMENT OF LEARNING SUPPORT CO-ORDINATOR

July 2021

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1. Introduction

Thank you for your interest in the role of Learning Support Co-ordinator. We believe it is an exciting time to join the Spurgeon's College staff team, as we begin to realise our strategic plan to diversify the College's income streams and increase revenues through the expansion of our educational offer and diversification of our income model.

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 underpins 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 180 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 support department provides learning support to all students with an identified learning support need who attend Spurgeon’s College, be it on a ministerial training track, a counselling course, or one of our Network of Hope courses. The Learning Support Co-ordinator will manage and work with a team of volunteers who provided 1-2-1 learning support for students. Learning Support is provided on a face to face basis and virtually depending on the issues at hand.

The present Learning Support Co-ordinator has recently secured a full time job in a school and hence this new 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 in term time 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 Support Co-ordinator role.

Academic Department



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 theology in college or through Distance Learning, following Counselling courses or be on a Network of Hope course.
- The department is made up of the Learning Support Co-ordinator supported by a small team of Learning Support volunteers.
- The Learning Support 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 areas 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 meet their additional needs such as Educational Psychologists and Disability 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 support 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 – learning needs and physical needs

- To construct a Learning Support 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 Support 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 Support documents including Learning Support 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 Support 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 Orientation Week sessions for new students including the implementation of the Pre-sessional Study Skills assignment
- To provide feedback to students whose completion of the Pre-sessional Study Skills assignment suggests that they might benefit from support from the Learning Support department
- To provide a report for and attend the Learning Support Committee meetings which are held several times a year
- To provide reports for Academic Board and other college committees when required
- To attend weekly meetings with the Line Manager
- To attend weekly departmental meetings
- To work closely with the Learning Support volunteers, providing induction and ongoing training, regular liaison and monitoring of their work with the students
- To coordinate events for special occasions relevant to Learning Support.

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 to 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 customer centred approach and demonstrable excellent customer service skills: both verbally 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 & 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

3 days a week (or 24 hours equivalent). There is flexibility regarding when hours are worked.

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' paid holiday (pro rata) in each holiday year, plus public holidays and any College closure days (subject to the latter falling on your usual working days).

Location

Your normal place of work will be Spurgeon's College, South Norwood Hill, London SE25 6DJ.

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.

Equal Opportunities Policy Statement

Spurgeon's College is committed to securing equality of opportunity 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. For this purpose all applicants will be asked to answer Equal Opportunities monitoring questions as part of the recruitment and appointment process.

7. How to Apply

The closing date for applications is **12 noon on 5th August 2021**.

Your applications should include:

- A covering letter
- A completed application form downloadable the website (www.spurgeons.ac.uk/vacancies)
- Equal opportunities monitoring questions downloadable from the website (www.spurgeons.ac.uk/vacancies)

Applications should be sent by email, in confidence, to Rev Helen Stokley (COO), h.stokley@spurgeons.ac.uk

Interview date: **Tuesday 10th August 2021**

Interviews will be undertaken in person where possible. Due to the current circumstances, interviews may also be undertaken via Zoom or similar and some flexibility could be offered regarding dates due to the current unusual pandemic circumstances. 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](#) .