

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Senior Coordinator – LifeWorks Learning Hub</b>
<b>Salary:</b>	Pro-rata £24,802.4 - £28,345.6 FTE: £29,993.6 - £34,278.4 pa FTE pa Dependent on relevant Level 3 professional qualification and a minimum 2 year's relevant experience.
<b>Benefits:</b>	Five weeks Annual Leave plus bank holidays. Holidays increase after two years' service to a maximum of six weeks after six years' service. The holiday year runs from 1st April to 31st March each year. (Pro-Rata depending on hours) Free access to YMCA Sport Centre.
<b>Hours and Location of work:</b>	Term-time: 35 hours per week Monday to Friday 9am-5pm (including 1-hour unpaid break) School Holidays: 20 days pa flexible to meet the needs of the Service. Based at Lifeworks Hub, YMCA Sovereign Centre, Slipshatch Road, Reigate, RH2 8HA.
<b>Responsible to:</b>	Disability Services Manager
<b>Responsible for:</b>	Hub Leader, Hub Support Workers, Sessional Workers and Volunteers
<b>Job Purpose:</b>	To manage and coordinate all services within the Lifeworks Learning Hub, ensuring they are of high quality, innovative and safe, meeting learning needs and outcomes of the students and users who access them. Planning delivery of services and learning topics areas connecting with local community, to offer a broad, stimulating and fun opportunities. Assess Student places ensuring we meet their needs by delivering unique learning experiences with evidenced achievement of outcomes including transition work at key stages and partnership work with key professionals.
<b>Background to role:</b>	We are an approved Surrey County Council Alternative Provider for educational placements supporting Children and young people aged 16-25 with a disability and complex learning needs. Our inclusive Learning Hub provides a stimulating and varied timetable where our students thrive in a small group setting. We design individual outcomes-based support plans which can include ASDAN course modules, life skills activities, such as wellbeing, training, transition planning, community visits and gardening.
<b>Main Responsibilities:</b>	<ul style="list-style-type: none"> <li>▶ Manage and Coordinate the Alternative Education Provision to meet the needs the students and funding placement outcomes and requirements.</li> <li>▶ Lead and line manage a team and volunteers, and to assist in the recruitment and training of the Lifeworks Hub Team.</li> <li>▶ Responsible for promotion of services and ensuring our service target and attendance levels are achieved and maintained, adhering to budgetary requirements,</li> <li>▶ Line manage Rebound Therapy Leader and ensure we deliver a full safe programme of sessions planned and to meet our budget requirements.</li> <li>▶ To promote all service and work in partnership with agencies and local organisations.</li> <li>▶ To coordinate and take responsibility for the planning of hub learning timetable, arranging stimulating sessions including local community access.</li> <li>▶ Create evidence files of outcomes achieved and submit for ASDAN assessment where appropriate.</li> <li>▶ Produce key reports for commissioners and student annual/EHCP reviews.</li> <li>▶ Attend meetings where needed to support students.</li> </ul>

	<ul style="list-style-type: none"> <li>▶ Provide sufficient staffing across service to ensure safe delivery and achievement of set targets and budgets.</li> <li>▶ Support students at key transition stages, working with other agencies and ensuring smooth movement.</li> <li>▶ Have responsibility for receiving and processing new referrals within 5 working days.</li> <li>▶ Undertaking initial assessments in young people's homes to confirm suitability for Learning Hub, creation of individual care plans and associated risk assessments.</li> <li>▶ Create unique learning plans with students, professionals and families to ensure outcomes are met with ongoing monitoring to ensure they stay relevant, timely and achieve positive results.</li> <li>▶ To develop strategies and behavioural support plans for young people attending LifeWorks Hub services.</li> <li>▶ Administer medication for young people with health needs and undergo relevant training and transfer this knowledge onto the staff team.</li> <li>▶ Work closely with individual young people and their families</li> <li>▶ Ensure that all young people are made to feel valued and enabled to develop and improve self-esteem, life skills, self-confidence and positive experiences.</li> <li>▶ To gain students' feedback and capture their voice in shaping and evaluating our services.</li> <li>▶ To be responsible for the Health and Safety of children, young people and staff, above all, ensuring that Safeguarding Children and Safeguarding Adults at Risk policies are adhered to.</li> <li>▶ Provide information, guidance and advice for parent/carers about local services for young people and families.</li> <li>▶ Attend and participate in relevant internal/external meetings and forums related to the Hub services and activities.</li> <li>▶ To provide operational Coordinator cover for Hub Leader.</li> <li>▶ Undertake staff 121's and annual appraisals.</li> <li>▶ Design and deliver training sessions to staff.</li> <li>▶ To undertake the role of Duty Officer at the Sovereign Centre, at times to be agreed with Disability Services Manager</li> <li>▶ Undertake any other duties and responsibilities reasonably requested by the Disability Services Manager</li> </ul>
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## PERSON SPECIFICATION:

		Essential	Desirable	How measured (application, assessment, interview)
<b>Qualifications, Education &amp; Training:</b>				
	Minimum Level 3 professional qualification in Childcare, Disability, Health or Social Care or Education	X		Application and certificates
	Training within 3 years of delivering Asdan modules	X		Application, interview
	Positive behaviour support qualification		X	Application and certificates
	Qualification or accreditation in education teaching role.	X		Application and certificates
	Relevant training regarding working with children and young people with SEND (e.g., Safeguarding, First Aid, moving and handling, challenging		X	Application and certificates

	behaviour, administering medication, etc.).			
<b>Experience</b>				
	Minimum of two years' experience of working with children and young people with additional needs in an educational setting or provision.	X		Application, interview
	Thorough professional experience of safeguarding children and adults at risk with good working knowledge of relevant legislation and good practice.	x		Application, interview
	Experience of creating learning support plans and outcome-based work.	X		Application, interview
	Experience of dealing positively with young people with complex health needs and challenging behaviour.	X		Application, interview
	Experience of leading and managing a team of part-time staff or volunteers.	X		Application, interview
	Experience of managing services, staff, young people with disabilities in an educational or social care setting.	x		Application, interview, assessment
	Experience of handling and administering medications.		x	Application, interview
	Experience of developing and implementing positive behaviour support plans		x	Application, interview
	Working knowledge of EHCP process and post 16-25 transition pathways	X		Application, interview
<b>Abilities, skills, and attitude</b>				
	Strong written and verbal communication skills.	X		Application, interview
	Ability to work independently and as part of a team.	X		Application, interview
	Demonstrate a positive attitude and lead by example.	X		Application, interview
	Ability to monitor and maintain safe working practices	X		Application, interview
	Commitment to the YMCA's Aims and Purposes.	X		Application, interview
<b>Other requirements</b>				
	Understanding and commitment to equal opportunities, diversity and inclusion.	x		Application, interview
	Be able to remain calm in a crisis and handle difficult situations.	X		Application, interview
	Willingness to work flexible hours.	X		Application, interview
	Strong written and verbal communication skills.	X		Application, interview

	Ability to work independently and as part of a team.	x		Application, interview
	Demonstrate a positive attitude and lead by example.	x		Application, interview
	Ability to monitor and maintain safe working practices.	x		Application, interview
	Commitment to the YMCA's Aims and Purposes.	x		Application, interview
	Ability to under pressure and to fixed deadline. Excellent time management skills	x		Application, interview
	Understanding and commitment to equal opportunities, diversity and inclusion.	x		Application, interview
	Satisfactory Enhanced DBS with barred lists disclosure	x		DBS Check
	Car driver	x		Application, interview