

SEN LEARNING COACH

Job specification pack



Welcome to Big Creative Academy

Big Creative Academy (BCA) is a specialist creative arts college for 16-19 year olds based in Walthamstow, E17.

Our intent is to provide young creatives from diverse backgrounds with the entrepreneurial skills and academic knowledge to have a powerful impact in the creative industries.

Through access to higher education and the development of cultural capital we will provide students with the attitude and resilience to succeed.



As an organisation we provide a supportive, developmental environment with a creative and innovative approach to education. Choosing to work for BCA will enable you to be part of a successful organisation that offer a good work-life balance to all employees, which includes a flexible working approach, a friendly, positive and purposeful working environment, and plenty of opportunities for social interaction between colleagues

We are a values-led organisation, award-winning in equality, diversity, and inclusion and a best practice college for LGBTQ+. We work with integrity and passion, and are fiercely committed to creating a truly meaningful work environment, where individuals are empowered with the

tools, technology, and training to unleash their full potential.

This is an exciting time to join BCA. We moved into our £21m new building in January 2021 with all new industry-standard studios and equipment. We are expanding to launch the new Fashion Futures Studio in September 2023.

We have 440 young people per year enrolled onto our Level 3 vocational programmes, and learners take qualifications in maths and English if needed. We have a job centre on site for learners and a sister organisation, Big Creative Training, offering apprenticeships. Progression outcomes for students are filling local skills needs for a growing creative arts sector.

The majority of our staff are dual practitioners, teaching their professional craft. This makes BCA an innovative environment in which to work. Together with our industry ambassadors and patron, Emeli Sande, all of our programmes are industry led and forward thinking.

Benefits of working for BCA

- Flexible Fridays, half day, to provide work-life balance

- Employee assistance programme
- Research-based professional development
- Supportive, caring and developmental environment with full staff wellbeing programme
- Excellent career development opportunities and performance recognition
- Staff social events
- Gym facilities for staff use
- Cycle to work scheme



Sacha Corcoran, MBE (Principal)

I'm really proud of the team at Big Creative Academy all working together to provide the best education possible for our learners. Our values are incredibly important to us and we look forward to welcoming you into the Big Creative family.

– Kindness – Respect – Inclusivity – Authenticity – Inclusivity –

What our learners and graduates say...

96% of learners at BCA say their overall experience is good. Here's what they had to say...

"The teachers always find time to help."

"I love the small class sizes, and the fun environment created."

"I get to do something I love with other people who have the same interests as me."



Not only did the college give us the tools and knowledge to succeed, they prepared us for life as creatives of the future.

Georgia



If it wasn't for BCA there's no way I would have become the person I am today. Thanks for helping me find myself!"

Amani

Job Description & Person Specification

- **PostTitle: SEN Learning Coach Officer**
- Salary: £14,720 to £17,280 Term Time Only (£20,000 to £23,000 FTE)
- Part time - Permanent (4 days a week 0.8) Term Time Only (36 weeks)
- Start Date: ASAP
- Reporting to: SENCO
- Location: Big Creative Academy, Clifton Avenue, E17 6HL
- Purpose of the role: To work under the guidance/instruction of Special Educational Needs Coordinator & Inclusion Manager to undertake work/care/support programmes, to enable access to learning for students and to assist the teacher in the management of students and the classroom. Work may be carried out in the classroom or outside the main teaching area under the guidance of teaching staff

Job Description

Principal Accountabilities:

Key Tasks:

- To provide physical and communication support using modes of communication appropriate to the individual needs of the student
- To provide communication support to enable full access to the curriculum and any extra curricula activities
- e.g., lessons, assemblies, parents' evenings, reviews and visits
- To work with individuals and groups of students in class with additional needs under the direction of the class teacher and SENCO
- To help plan and organise learning activities for students being supported. Order resources which are needed.
- To provide support in a manner which facilitates the student's cognitive development by removing barriers to learning
- To ensure the physical welfare of students and assist students with their physical needs as appropriate and agreed, e.g., assisting with lifting moving and handling, intimate care
- To clarify, modify and adapt materials to an appropriate level according to need
- To participate in the student's mentoring programme, design workshops and organise events

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- liaise with professionals and external agencies where necessary under the direction of the SENCO
- To assist in the production of appropriate teaching materials
- To contribute to the target setting and review process and support student in meeting specific targets of IEP.
- To maintain and monitor the use of specialist equipment and promote optimum use of specialist equipment in all settings
 - To liaise with staff, parents and relevant professionals
- To undertake relevant training as part of continuing professional development
- Attend all staff meetings and supervision sessions
- To maintain appropriate records
- To promote the student's inclusion within the college
- To promote the student's independence skills in communication, learning and social skills
- To undertake liaising with students previous educational setting to ascertain students' history.
- To visit educational settings for student reviews.
- To provide information for student access arrangement for exams.
- To collate and prepare students information for assessments and inspections.
- To design leaflets/hand out, on students' general areas of need
- Update spread- sheets and input data when necessary
- To keep track of all students with EHCP's attendance and progress.

Key Organisational Objectives

- Following Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation and confidentiality
- The post holder to be committed to safeguarding and promoting the welfare of all students at all times
- At all times operating within the colleges' Equalities policies.
- Commitment and contribution to improving standards for students as appropriate
- Adopting Customer Care and Quality initiatives
- Fulfilling the role of Student Personal Adviser and/or mentor if required
- Contributing to the maintenance of a caring and stimulating environment for young people
- At all times the post holder must adhere to professional business standards of dress, courtesy and efficiency in line with the ethos of the organisation and specialism of the area of study.

Special Conditions of Service

- The Academy will undertake an enhanced disclosure and Baring Service (DBS) check on successful candidates.
- Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.
- Because this post allows substantial access to student, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.
- All new employee at Big creative Academy, will receive a 3 to 6 months' probation period.
- Equal Opportunities
- The post holder will be expected to carry out all duties in the context of and in compliance with the Academy's Equal Opportunities Policies.

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications/ Competencies	<p>GCSE Grade C or above in maths and English or equivalent.</p> <p>Childcare and development / young peoples work force/ Health And Social Care/ class room assistant/ qualification or equivalent</p>	Educated to degree level or equivalent.
Relevant Experience	<p>Experience of using Microsoft Office Suite</p> <p>Experience of working with young student and their families in a multicultural environment</p> <p>Experience of developing and delivering individual education programmes for student with specific needs</p> <p>Experience of developing and delivering individual education programmes for Students' with specific needs.</p> <p>Experience of the management and improvement of progress of students with SEND by implementing group and individualised support programmes</p> <p>Experience of liaising with multiple agencies in order to provide individualised support packages for students and communicate changes with teachers</p> <p>Experience of using email/internet</p>	<p>Have experience of working with students on the Autistic Spectrum in an educational setting</p> <p>Experience of tracking progress of students with SEND in and out of class</p> <p>Experience of setting up and running a range of administrative systems</p> <p>Experience of developing banks of resources for students and teachers</p> <p>Experience of contributing towards the Assess-Plan-Do-Review cycle</p> <p>Experience of working with students with physical disabilities and training in moving and handling</p> <p>Understanding of the SEND Code of Practice 2014.</p> <p>Experience of using SIMS or similar database</p>
Knowledge	<p>Experience of using, setting up, maintaining and developing administrative systems.</p> <p>Problem solving</p> <p>Attention to detail in communication and planning.</p>	
Skills/Ability	<p>Problem solving</p> <p>Attention to detail in communication and planning.</p> <p>Fast and accurate keyboard skills</p> <p>Word processing and typing skills.</p> <p>Good understanding of databases.</p> <p>Have excellent interpersonal skills and be able to communicate effectively ü</p> <p>Ability to develop good relations with staff and students and the wider school community</p> <p>Ability to work some evenings</p>	
Personal Skills	<p>Must be well organised</p> <p>Must be well presented</p>	

How to apply

You must be eligible to work in the UK and possess a UK work permit if you need one. For an informal conversation about the role please call reception on 0208 498 3300 and ask for the person whom the post reports to.

To apply you must complete the application form found at www.bigcreative.education/bca-jobs

Safeguarding

BCA operates safer recruitment practice in accordance with Keeping Children Safe in Education regulations. Please expect the highest level of scrutiny and background checks. Appointments are subject to satisfactory references being obtained, and an enhanced disclosure and barring service (DBS) check. New members of staff cannot start their positions until these documents are in place.

Warner Interviews

As a values led organisation we conduct Warner interviews as part of our recruitment process. These are designed to help us understand your own values and motivation for working with the specific cohort of young people we serve. We recommend that you research this interview technique should you be invited to attend an interview.



What our staff say...



I like the progressive nature of the college and how we are always looking to expand and offer a more rounded experience for the learners.

The best part of my role is being able to make a positive difference to the lives of many, supporting our young people in seeing their potential.

There is fantastic communication between members of staff and the management team.

I feel supported and encouraged in my role, inspired to continue working to deliver high quality and engaging material.

The staff get on well with each other and work together positively to benefit the organisation.

Lovely working environment with a supportive team and great students.

What we do, individually, and overall, makes a huge impact on the lives of these young people and empowers them.

I like the collaborative culture and genuine care for staff, with time and energy invested.

BCA is a small organisation with a big heart and a great mission to develop learners from disadvantaged communities.

I am trusted by my manager to use initiative and develop my area as I see fit. I feel trusted and valued in my ideas and opinions.

The environment at BCA is a huge stand out to me. The staff are diverse so it makes me feel very comfortable at work.

The absolutely fantastic team of staff that I work with – we all come from different walks of life yet share the same creative interests and goals in improving learner's experience and their lives in general.

The community feel to our college is second to none.



To find out more about BCA and our approach to education please visit <http://www.bigcreative.education/>

Big Creative Academy was rated “good” by Ofsted at our last inspection.

[Read the full report >](#)

Useful links

[BCE promo video >](#)

Socials

[Insta @we.are.bce](#)

[Twitter: @we.are.bce](#)



BCA is an equal opportunities employer and positively welcomes applications from all sections of the community. We are committed to safeguarding all learners enrolled on our programmes and appointment of successful applicants will be subject to satisfactory references being obtained, and an enhanced disclosure and barring service (DBS) check.

[bigcreative.education](http://www.bigcreative.education)

