

The Minster Centre Job Description

Learning Support Co-ordinator

Terms and conditions

Hours:	Flexible to accommodate the academic year, more hours will be required during the first term.
Salary range:	Annual fee of £2000 plus £55 per student assessment.
Contract:	Permanent
Annual leave:	33 days (including bank holidays) pro rata –annual leave to be taken outside of term-time.
Reports to:	Deputy Director

Background and summary of the job

The Minster Centre offers Counselling and Psychotherapy trainings to Diploma and Master's levels, and we are looking to recruit a Learning Support Co-ordinator to work with students who have learning difficulties, health conditions and disabilities which may challenge their ability and progression during their training. The post-holder will need to offer flexible hours to accommodate students who study part-time, and will be paid an annual fee plus £55 per student assessment.

Line management and supervision will be provided by a Deputy Director.

Duties and responsibilities

- To manage referrals of students who are seeking support, assess their suitability to receive learning support.
- To support allocated students on a 1:1 basis with the practical impact of their learning, health or disability difficulties on their academic experience
- To work closely and communicate effectively with the Minster Centre's teaching staff to support students.
- To have knowledge and appreciation of the range of courses, levels of study and requirements of psychotherapy and counselling training, to enable provision of additional support for students.
- To work closely with the line manager to be responsible for the monitoring and evaluation of the impact support has on student attendance, retention, achievement and progression.
- Keep accurate records of work done with students

Person Specification

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed application form, at interview if shortlisted, and, in some instances, through an exercise.

	Essential	Desirable
Qualifications and knowledge	<p>Recognised Qualification compatible with integrative psychotherapy</p> <p>An awareness of the social model of disability, the equality model and good practice.</p> <p>An awareness of possible stigma and discrimination around people with disability.</p> <p>Registration/Accreditation with a professional body recognised by the Professional Standards Authority (e.g. UKCP/BACP)</p> <p>Sound knowledge of how various learning difficulties, health conditions and disabilities impact on academic performance</p>	PGDip/MA Advanced Clinical Diploma
Skills/Abilities	<p>Excellent communication skills.</p> <p>Ability to recognise your own limitations, to establish and maintain boundaries within a professional role and confidence to refer to other services where appropriate.</p> <p>Confidence in working independently with students.</p> <p>Application of quality standards to all tasks undertaken.</p> <p>Strong interpersonal skills including a proven ability to work effectively as a part of a team and an ability to relate to and work with students and staff at all levels.</p> <p>Be able to use Microsoft office (Word, Excel, PowerPoint and Outlook) competently.</p>	

Relevant Experience	Experience in studying or working in a Higher Education setting to ensure understanding of a diverse range of learners and staff within the MC.	
Qualities/ Disposition	<p>Flexibility in offering times and days to meet with students.</p> <p>Friendly pleasant manner.</p> <p>An enthusiastic and flexible approach to work</p> <p>Conscientious and diligent</p> <p>Ability to work in a multi-cultural setting and to appreciate and respect diversity and difference</p> <p>A commitment to the Minster Centre's ethos and values.</p> <p>Empathy with the needs of students in a vocational therapeutic environment</p>	

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any convictions, cautions, reprimands and final warnings that are not protected on the form provided.

Please complete the application form and send with a covering letter, saying how you meet the person specification, to our Operations Manager, Justine Walsh: justine@minstercentre.org.uk

The closing date for applications is **Monday 30 April 2018**.
Interview date: Friday 25 May 2018.